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A MANUAL OF CATALOGUING
AND INDEXING

*The Library Association Series of
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GENERAL INTRODUCTION TO THE SERIES

211.8
The publication of a systematic series of practical and authoritative Manuals of Library Work, which shall survey Library polity and practice in their latest aspects, is a requirement of which administrators, librarians, and students alike have long been conscious, and is much overdue.

211.8
In the Library world not the Great War alone, with its aftermath of new conditions, but also the Library Act of 1919, have marked the termination of one long epoch and the commencement of a new and yet more prosperous era. The removal of the crippling limitation of the penny rate at once paved the way for a renaissance of the Library Movement, and remarkable extensions and innovations, both in buildings and in service, have ensued. The great work of the Carnegie Trustees in fostering the development of urban Public Libraries has been largely diverted into fresh channels, and County and Rural Library Systems now cover the country from Land's End to John-o'-Groats. The public demand and appreciation of Libraries have increased enormously, and, in response, old methods have been revised and new ones introduced. The evolution of Commercial and Technical Libraries and the development of Business and Works Libraries would amply suffice to indicate this spirit of progress, but,

during the last decade or so, the entire field of Library service has been subjected to review and experiment, and little, either in administration or in routine, remains entirely unchanged.

It will, therefore, be sufficiently obvious that the old textbooks relating to Library practice can no longer serve, and that there is a real need for new manuals, written by persons of experience and authority, and treating of the new conditions in a full and thoroughly practical manner. It is this void that the series of Library Manuals is designed to fill, and the fact that these volumes are to be issued by Messrs. George Allen & Unwin Ltd. in conjunction with the Library Association should afford adequate proof of the qualifications of the authors to treat of the subjects upon which they will write. If sufficient support is forthcoming the series will be made comprehensive and complete.

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W. E. DOUBLEDAY

General Editor

P R E F A C E

Speaking in general terms, there are two principles upon which catalogues may be compiled. They may contain either author single-entries and references, or, alternatively, may have author-entries with added entries.

This *Manual* attempts to show how the more common difficulties in constructing entries for these two kinds of catalogues may be dealt with, and how the problems arising therein are solved.

It would be impossible to produce a textbook of reasonable size which would offer guidance upon all the points of difficulty which a cataloguer of books is likely to encounter. The common practice of the particular library in question will provide methods for dealing with some problems, and the constant use of reference-books will throw light upon others, while many will depend for their elucidation upon the knowledge which only experience can afford.

There are, however, basic principles which govern cataloguing practice, and the following chapters are designed to assist in the intelligent application of these principles.

Part I, dealing with author single-entry, and references, comprising Chapters I to X, is by Mr. Acomb. Part II, which treats of author and subjects, with added entries, covering Chapters XI to XXIV, is by Mr. J. Henry Quinn, and Mr.

Quinn is also responsible for the chapter on Book-Indexing.

The instruction given by Mr. Acomb follows the course of, and covers the same ground as, the Lectures on Practical Cataloguing given at the School of Librarianship at University College, London. The sections by Mr. Quinn are based upon extensive practical experience, mostly in municipal libraries. Mr. Quinn has been from the beginning an Examiner in Cataloguing and Indexing for the School of Librarianship, was for a long period Examiner in the subject for the Library Association, and is the author of two well-known books on Cataloguing.

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PART I
AUTHOR SINGLE-ENTRY

BY
H. W. ACOMB



CHAPTER I

INTRODUCTORY: QUALIFICATIONS AND ESSENTIALS

Cataloguing is not an art, for "self-expression" in a catalogue,—even in the library of a very modern educational department,—would lead to disaster; nor is it a science, for it does not depend upon ascertained and unalterable facts. It is, on the other hand, like all branches of so-called "library science," simply a technique, an *ad hoc* practice in which accuracy, convenience, and consistency are the main elements.

From this fact derive the main difficulties with which a student of the subject is likely to be confronted.

In the first place, the very word "catalogue" is employed to define so many things. Any sequence of entries, from a full catalogue including minute bibliographical detail to a short-title list giving only the barest outlines and intended purely as an instrument of convenience, as a "finding-list," may be, and usually is, called a "catalogue."

Cutter, to mention no other authority, recognizes in his "short," "medium," and "full" the varieties of form which may be used, determined by purpose in view, and it is impossible to dogmatize as to the relative merits of such varieties; but, by adopting a representative mean between the extremes, it is

possible to provide the student with useful material to exemplify the application of principles. This has been attempted in the following chapters in two different ways, as stated in the Preface, the same material (with few exceptions) having been chosen to illustrate both methods suggested.

The one basic principle kept in mind throughout, and specially stressed in Part I, is that there is no reason why the briefest form of catalogue-entry shall not conform, equally with the full and detailed entry, to the rules of bibliographical accuracy.

Much work that passes as cataloguing fails in this respect, and, although it may perform its immediate function of guiding readers to the books they want, the exaction of a higher standard of work, and the appreciation of considerations a little beyond mere utility, would certainly lead to a greater valuation of the cataloguer's place in the library, and produce results more in keeping with the work librarians have to do.

Before approaching the practical problems of cataloguing it may be well to devote a little time and space to some introductory discussion of the qualifications required in satisfactory cataloguing, and of the importance of the catalogue itself in any library.

The number of libraries in which a specialized staff deals entirely and solely with cataloguing is perhaps relatively small, but most assistants at some stage in their career will be required to spend time in this department of library work. Hence,

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although the qualifications mentioned below are primarily those to be desired by a whole-time cataloguer, they are also of prime importance to anyone who engages in such work, and, to speak conservatively, are likely to be of value in all branches of library work.

The three attributes most worthy of attention are:

1. Accuracy.
2. General knowledge.
3. Flair for dealing with books.

I. ACCURACY

However elementary the style of cataloguing may be, and however much compressed or abbreviated the entries, it is essential that the strictest accuracy be aimed at. This may sound like the solemn enunciation of a platitude, and yet it is no uncommon happening for a beginner's work to be spoiled by small errors in spelling, in the transcription of names with variant forms, or even in the style of entry.

In the more advanced and detailed bibliographical catalogues such inaccuracy may easily cause serious misunderstanding and loss of time; but even in the simpler forms of catalogue such things as strict alphabetical arrangement are necessary, to quote one example only, and such mistakes as have been specified may easily cause dislocation.

Another aspect of this question may perhaps be best expressed in the dictum that a catalogue-entry should represent *exactly* what appears on the title-

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page of the book it stands for, subject to addition or omission only if indicated precisely in the way conventionally allowed, as will be made clear later. Any deviation from this practice is misleading in greater or less degree according to the nature and importance of the book in question.

2. GENERAL KNOWLEDGE

There is no kind of work in which this possession cannot be an asset; but cataloguing, by its very nature as dealing with the external details of books rather than with the value of their contents, demands it in a very special way. The changes in headings necessitated by Honours Lists and ecclesiastical promotions, the side-issues of heraldry and historical gossip, which confront the cataloguer of old and rare books, and familiarity with pseudonyms and literary curiosities of that kind—all these may be part of a cataloguer's daily routine, and can only be dealt with satisfactorily by one whose mind is well stored with "useless knowledge" of this character.

3. FLAIR FOR DEALING WITH BOOKS

This is, obviously, a quality much to be desired by the librarian, whatever his work, and equally, it is probably a gift which is possessed by nature, or else is very hard of acquisition, if indeed it can be acquired. In cataloguing the possession of it will make all the difference between the routine worker and the first-class craftsman, and no one

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finding a lack of it in himself can be advised to specialize in cataloguing even if he may find himself at home in other branches of library work.

Having thus indicated briefly some of the desiderata in the cataloguer's mental equipment there remain certain general remarks to be made concerning the catalogue itself.

The catalogue of a library may be compared with the time-table of a railway service. Without them the usefulness of these two institutions would, to say the least, be seriously impaired. If we imagine a railway service of modern times which issues no time-table, but depends upon the memory of its staff, or the initiative of the public in going to the nearest station, and then apply this simile to a large library without a catalogue, which depends on the memory of its staff for the location of books, and the initiative of its public in going to enquire what books might really be found on its shelves, some idea of the supreme importance of a catalogue may be gained.

This, again, is enunciating a platitude, but it is done deliberately to attempt to make clear the possible implications of the cataloguer's work.

The paramount quality of a catalogue should be strict consistency with the rules on which it is based. It matters, perhaps, less that the best available code should be adopted, in beginning to compile a catalogue, than that the most careful consistency should characterize the application of the rules

when once they are chosen. Any departure from adopted practice, unless on rare occasions when, for the sake of convenience, such a variation is deliberately made and indicated, will inevitably cause trouble, and its cumulative effect will be infinitely greater in proportion to the apparent importance of the original lapse than can be foreseen. This statement is difficult to exemplify, but it must be accepted as the result of experience, and the principle it contains must be adopted as an essential part of the cataloguer's rule of life.

It may, perhaps, be convenient to mention here that a thorough examination of the book under consideration must precede the construction of the catalogue-entries for it. The sources of information are as follows:

1. The title-page, which is the primary authority for the form and contents of the entries made.
2. Sometimes the back of the title-page where the date or edition of the book is given.
3. The list of illustrations, which should be checked with the plates, etc., actually contained in the volume.
4. The preface, which often provides valuable clues as to the authorship of anonymous books, etc., or the approximate date of undated editions.
5. The publisher's binding, which, again, may throw light, from its wording, upon obscure points.

CHAPTER II

CATALOGUING CONVENTIONS

There are certain conventions in general use in cataloguing which can conveniently be explained in general terms, so that their practical application may be easier to understand when the need for it actually arises.

I. SIGNS INDICATING OMISSION

It is frequently desirable to omit from a catalogue-entry some matter which appears on the title-page of a book, and it is left to the discretion of the cataloguer as to when this should be done, and to what extent. Also, material which is essential for a main entry may often be omitted from references and other secondary entries.

It is desirable, in fact essential, to bibliographically correct cataloguing, that such omissions should be plainly indicated, so that a comparison of title-page with entry may, when indicated omission is taken into account, show exact agreement.

The conventional signs used for this purpose are two: the insertion of dots (. . .) or the abbreviated word "*etc.*" These are both elastic in their comprehension and may cover as much or as little as is desired, including punctuation. The three dots are more conveniently used when something is omitted from the course of the title but when the remainder

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of the title follows, while "*etc.*" is used when any part of the title is, so to speak, amputated without leaving any part to follow after the sign of omission.

Examples are as follows. The full title of the book under consideration is:

The Story of Architecture
throughout the Ages, an
introduction to the study of
the Oldest of the Arts for
Students and General Readers.

If it were desired to omit the middle portion the result would be:

The Story of Architecture
throughout the Ages . . . for
Students and General Readers.

While a much abbreviated entry with all the subtitle omitted would read thus:

The Story of Architecture
throughout the Ages, *etc.*

In some cases two dots are used for two words omitted, and three for any number greater than two, but it should be noted that there is no need to go beyond the three. No greater emphasis is obtained by using, *e.g.*, six dots to indicate the omission of six words.

2. ITALICIZATION

Many catalogues are issued in printed form, and others which are never actually printed are prepared

CATALOGUING CONVENTIONS

with the possibility in mind that eventually they will appear in print.

Of the many conventional signs used in preparing material for the press, that indicating that certain parts of the matter are to be printed in italics is used very largely in cataloguing. The indication is very simple, consisting only of the underlining of the word or words to be italicized, thus, Edinburgh.

Examination of any good printed catalogue will show the use of this device, but it may be worth while here to enumerate the places where it is used:

1. Indications of rank, or distinguishing marks in a heading, *e.g.* Scott (*Sir* Walter); Butler (Samuel), *author of "Hudibras."*
2. Publisher's name, *e.g.* *Macmillan*.
3. *Etc.*, when used to indicate omission.
4. Explanatory symbols or phrases, such as *e.g.*, *i.e.*, when inserted.
5. Annotations.
6. The word "*see*" as used in references. Also the words "*supra*" and "*infra*."

3. PUNCTUATION

More often than not the printer uses no punctuation on title-pages, marking the divisions of them instead by varying sizes of type. In cataloguing, if punctuation is given on the title-page it must be faithfully copied, but if not it must be supplied in accordance with the ordinary rules of grammar. These rules may also be applied to the punctuation between the various sections of a reference-card, details of which will follow later.

4. CAPITALIZATION

A.A. Rule 172 gives a clear definition of the practice to be followed in this matter—the long and short of which is that the rules of grammar of the language concerned are to be the guide. The Library of Congress amplifications of this rule, which follow, are of use in elucidating obscure detail, although in some ways they may be found to conflict with English practice.

5. MISPRINTS

Whenever a cataloguer comes across a misprint or mis-spelling on the title-page of a book he should copy the spelling given, but draw attention to the fact in his entry, if only to make clear that the error is not due to his oversight. The usual way of doing this is to insert [*sic*] or [!] immediately after the offending word.

6. ANNOTATION

Annotation, whether purely bibliographical or descriptive, is usually added below the entry on the catalogue card or slip, and distinct from it. Sometimes it is given in italics, as mentioned above. It should be easily recognizable what portion of the entry is actual record, and what matter is added to elucidate peculiarities of the book, to indicate its scope, and this is partly achieved by the separation of the note from the entry, while the use of a differently coloured ink or typewriter-ribbon is

CATALOGUING CONVENTIONS

another convenient device to the same end on cards or in a sheaf-catalogue.

Note also that the recognized marking among printers for the employment of capitals is three underlines for full capitals and two underlines for small capitals.

CHAPTER III

THE ARRANGEMENT OF MATERIAL

The illustration given below is a reproduction of an actual catalogue-entry which contains most of the detail which appears in simple author-entries.

As regards the arrangement of material, it is well to remember that the use of a card-catalogue (and it is primarily that form which is in mind in the chapters forming Part I of this *Manual*) can be made a very tiring occupation. It is therefore desirable, in planning arrangement, to aim at any kind of simplification which reduces the strain on the eyes and the patience of the users of the catalogue, whether members of the public or of the library staff.

In the example here reproduced:

HANDY (James William).

A history of England from the earliest times to the reign of Elizabeth.

2nd edition. Illustrated. pp. viii, 374 + 23 plates.

8vo. 20cm. London, *Longmans, Green*, 1908.



the main sections of information appear at once to

THE ARRANGEMENT OF MATERIAL

stand out distinctly, and no difficulty should be experienced in picking out any of the details likely to be required. No special virtue is claimed for this form of lay-out save that it is clear, but the examples given in this book from time to time will appear in the same form.¹ This entry is regarded as the main, or principal, entry in alphabetized catalogues, and the information appearing in it is clearly divided into three main sections, between each of which a space is left.

The first section, containing the author's surname and Christian names, is known as the **HEADING**, and the first word of it as the **Entry-Word**. In the great majority of instances the Heading consists of an author's names.

The second, containing the actual title of the book, and, in an indented subsection, a specification of the edition, illustrations, and pagination, is called the **DESCRIPTION**, while its two divisions are usually styled the **Title** and **Collation**, respectively.

The third portion, containing details of the format, the size of the page in centimetres, the place of printing, name of publisher, and date of issue, is the **IMPRINT**.

Practically all catalogue-entries, full or abbreviated, contain these three divisions in greater or less detail.

¹ The use of parentheses is largely a matter of choice. In the first part of this *Manual* parentheses are adopted, as above, for the Christian names of authors, but in Part II this method is superseded by punctuation. A similar latitude applies to the use of capital letters, but modern practice tends to the greater employment of lower-case type.

As has already been observed, the arrangement of material as displayed in the foregoing illustration is not claimed as original, or as possessing peculiar merit, but it follows a fairly common form and offers very little difficulty in the way of a quick and easy understanding of its contents. The capitalization of the entry-word, the clear division effected by spacing-out between the three main sections of information, and the indenting of the collation and imprint lines all help a little to throw the sections into relief. Some such arrangement is, therefore, desirable, for, although the actual form may vary in detail, no entry should be constructed except on the primary principles of convenience and clearness.

Having thus summarized the entry in general, it is now necessary to dissect it in detail and examine its various parts.

Taking the Heading first, it will be seen that it is made up of the author's surname, in capital letters, followed by his Christian names enclosed in round brackets (or parentheses). It is to be noted that sometimes a comma is preferred to mark the division, *e.g.* HANDY, James William. The reason for the use of capitals for the surname (which in the great majority of cases in an author-catalogue is the Entry-Word) is simply that it is the most important word in the entry, and capitalizing is a form of emphasis which makes it at once prominent. The value of this emphasis, when dealing with any large number of entries, and especially when cards are packed fairly tight in drawers, is obvious.

THE ARRANGEMENT OF MATERIAL

There is a difference of opinion as to the need for stating an author's Christian names in full, but the general practice of any particular library will determine the fullness of the detail to be given. Bibliographical correctness would demand the insertion of full Christian names in at least the main entry of each book.

Compound names, and names with prefixes, will be dealt with in detail later, but a word may be said here concerning two points which may cause confusion.

Names beginning with the prefix MAC or MC are difficult and confusing to alphabetize since the prefix means the same in both cases, although the spelling is different, and it is very easy for mistakes in alphabetization to occur. It would be a great saving of time and trouble, as well as making possible the removal of what may be called a visual discrepancy, (when Mac is followed by Mc only to be followed by Mac again), if this prefix could always be expanded into its full form of Mac, but this would probably lead to trouble with the owners of such names, an emergency not lightly to be risked!

The other point to be mentioned concerns those names in German in which the modified vowel, ä, ö, or ü, appears. The A.A. Rule No. 131 gives an opinion on this difficulty, but in German, at any rate, the vowels can be expanded and actually written as ae, oe, and ue, so that Müller would appear as Mueller, Förster as Foerster, and Schäfer as Schaefer.

The possibility of misunderstanding on the part of the public can be provided against by the insertion of cross-references in appropriate places, *e.g.* Müller, *see* Mueller, and so on, if this be considered desirable.

The next item of information is the actual title of the book, which should appear *as it stands on the title-page*, subject to three possible modifications, which will be dealt with shortly. It is important that the title-page should be used as the source of this information, for while one can often gain useful hints from elsewhere, *e.g.* from a half-title, or even from the cover of the book, especially when dealing with imperfect copies of old books, it is the title-page which determines what the author intended as the title of his book.

The three possible modifications mentioned above concern punctuation, omission, and the insertion of additional material.

In the case of the first the rule is that punctuation as given in the title must be reproduced in the catalogue-entry, but, in view of the fact that the title and sub-title are frequently distinguished by difference in type and not by stops, the rule has its corollary that punctuation must be introduced where necessary to conform to the rudiments of grammar, or, one might add, in many cases, of common sense!

It frequently happens that, for one reason or another, the cataloguer will decide to omit some portion of the title, or to amputate its latter phrase

THE ARRANGEMENT OF MATERIAL

or phrases. When this has been done the fact may be indicated as follows:

1. When a portion of the title other than a group of words at the end of it is omitted, place three dots along the line where the omission has been made, taking care that the break thus caused does not interfere with the grammatical sequence of the remainder. This warning is especially necessary to those who have to deal with books in foreign languages in which the grammatical construction is complex.

An example of this practice may be given from the title of the book illustrated above. It would be possible to abbreviate it thus:

A history of England . . . to the reign of Elizabeth.

This shows the use of this device, but it is especially when dealing with very lengthy title-pages, particularly of the sixteenth, seventeenth, and eighteenth centuries, that it will be found of greatest service.

2. When a portion of the title is being cut off from the end, indicate the omission by inserting "*etc.*," (underlined so as to be italicized in print and thus distinguished from the actual wording of the title), after the last word of the title which appears in the entry. An example, though one not to be recommended because it would cause the entry to give inadequate information respecting the book, could also be taken from the title already used, thus:

A history of England, *etc.*

The fault of this entry is that it gives no indication that the period covered ends with Elizabeth, but since one sometimes sees entries, made by inexperienced cataloguers, which fail in just this kind of detail, it is quoted both as an exemplification of the use of the sign of omission and as a specimen of the wrong kind of use that should be made of it.

It may be said here, in leaving the point, that these signs are as elastic as possible, and may be made to cover as much or as little omission, both of words and punctuation, as the cataloguer wishes, while the first-mentioned sign (...) may be repeated in dealing with any title-page of length in which more than one section may be left out. Some beginners in cataloguing are inclined to think that the addition of dots to the three specified makes the sign of greater value. This is not the case,—the three dots being a recognized convention, and no more need be used.

The common operation of inserting in, or adding after, the title, anything which does not appear upon the title-page can also be done in two ways according to the source of the information thus added.

(1) If the information added comes from the book itself, but not from its title-page, it should be enclosed in round brackets, or parentheses, thus (). The most frequent example of this practice (though in another part of the entry) concerns the date of the book, which is often found on the verso, or back, of the page. Certain

THE ARRANGEMENT OF MATERIAL

publishers make an almost invariable habit of placing this important item of information in that position. Other details which are sometimes capable of this treatment are the heading of Appendices which are of some importance and yet do not appear otherwise for mention on the title-page.

A simple and logical way of including these items in the entry is to let them follow on the actual title, enclosed in parentheses, but this can only be done if the *actual words* of the appendix-heading are used without any alteration. If this is impossible, the best way to deal with them is to transfer them to the lower part of the card (or cataloguing slip) in the form of annotation.

(2) To add information which may be necessary in order to make the entry clear, but which is obtained from some source outside the book, square brackets, [], must be used. This rule applies to all material obtained from outside, except the Christian names of authors or other modifications of names necessary to bring headings into line with the standardized form used in any particular library, the heading being a conventional form determined by the practice of the library. Thus, if there are some leaves of a book unpagged, which contain matters of any importance, they should be counted and their number recorded in appropriate numerals, *e.g.* [vi], [134]. It is impossible to lay down rules to govern the omission and addition of material. Omission depends on the nature of the book and the nature of the catalogue, and must

be determined by circumstances; but it will be obvious that there are many title-pages from which some details may be omitted without endangering either the bibliographical value of the entry or its clearness to ordinary users of the catalogue, and those are two aims which must ever be kept in view.

Insertion, on the other hand, is necessary to supplement existing information and is probably easier to decide upon, though, again, the same objectives must be borne in mind.

The next section of the entry, the Collation, contains a specification of the edition of the book and of its pagination and illustration.

For library purposes it is not usually necessary to state that the book is a first edition. This is implied unless any contrary information is given, but care must always be taken to discover to what edition a book belongs. This may considerably affect its value, especially in the case of technical or scientific books, which are rapidly superseded.

Pagination may be dealt with next, leaving illustrations until last. Here it is necessary to examine the book with care, for various problems may arise.

The normal arrangement of books is that there is some preliminary matter—not as in this present volume—paged in Roman numerals, followed by the actual text, which is paged with Arabic figures. In such a case the cataloguer has to note down only the actual pagination, taking down in each section

THE ARRANGEMENT OF MATERIAL

the number *appearing on the last numbered page*. Small Roman numerals, not capitals, should be used to indicate preliminary matter.

In the case of books in more than one volume, no specification of pagination or plates is given, but the number of volumes is stated in the collation-line, and where such a set of books was issued in different years it is usually sufficient to mention the outside dates, thus, 1890-95.

All books are not, however, so straightforwardly constructed, and special treatment may be necessary.

If the preliminary matter (preface, list of contents, *etc.*) is unpagged, and it is considered desirable to include a statement of it, this should be done by counting the number of unnumbered pages and entering the result in Roman numerals enclosed within square brackets. Similarly an unpagged Appendix should be counted and the result recorded in Arabic numerals in square brackets. If the pagination of a book is broken up into sections, each one a self-contained sequence, it should be entered as such, the pagination of each group being stated, each figure being divided by a comma from the preceding one. Publishers' lists, or extracts from reviews, which frequently occur after the end of the text and are separately paged, may be disregarded, as they do not form an essential part of the book.

The statement of pagination is followed by a specification of plates or other forms of whole-page illustration. Small illustrations in the text need not be specified, but are covered by the insertion of the

word "Illustrated," "Diagrams," or other appropriate word, before the statement of pagination.

Careful cataloguing of illustrated books necessitates a thorough checking of the plates, maps, etc., by the list of illustrations so as to ensure that the full complement is present. If a book is found to be defective in any of these particulars, and circumstances make it impossible to demand a perfect copy from the bookseller,—*e.g.* because the volume has been presented or bequeathed to the library, or is a rarity, the *full* description should be given in the collation in the usual way, and the nature of the defect stated in a note. As regards the order in which the various kinds of illustrations should be mentioned, it is unnecessary to say more than that some standardized order must be observed, for example, that suggested in the A.A. Code (*Rule 161*), and that the number of each kind of illustration should be specified, every whole-page item, whether included in pagination or not, being counted.

A convenient and strictly grammatical punctuation of this specification is to divide each item from the next by a comma, inserting "and" before the last item, *e.g.* pp. vi, 173 + frontispiece (portrait), 3 plates, 4 maps, and 2 facsimiles.

There remains only the imprint to be discussed, and there is no great difficulty in this section of the entry. It begins with the format of the book, which in the case of the example quoted, and perhaps also in the majority of books, will be 8vo. This is followed by a specification of the height of the book

THE ARRANGEMENT OF MATERIAL

in centimetres, exact to one-half centimetre, *i.e.* 15.8 cm. would appear as 16 cm. while 15.4 cm. would be stated as 15 cm. In the case of odd-sized books, or those of unusual dimensions, height and depth should both be given, thus, 17 × 28 cm.

Following this is the place of publication *in the language and actual wording of the title*, which can, if necessary, be supplemented by a translation or a statement of the modern equivalent of an uncommon foreign or archaic name.

When more than one place is mentioned on a title-page the one first named should appear in the entry, followed by "*etc.*" This, again, is followed by the name of the publisher in the simplest form sufficient to make recognition certain. For example, Christian names may sometimes be omitted, such words as "Messrs" and "and Co." are never necessary, and the long string of names which occasionally makes up the full title of a publishing firm need only be reproduced sufficiently to comply with the suggestion just made, *e.g.* Kegan Paul, Trench, Trübner and Co. could appear simply as Kegan Paul. A similar practice to that employed where there is more than one place of publication may be adopted where more than one publisher's name appears, *i.e.* the use of "*etc.*" The punctuation of this section should be as given in the illustration (p. 28), and if "*etc.*" is introduced it should be punctuated as here shown.

The last remaining item is the date, which normally is found at the bottom of the title-page, but

which is sometimes given only on the back of the page; while again (systematically, alas!, in the products of some publishers) it is not stated at all. In the first instance procedure is straightforward enough; in the second case the date is enclosed within parentheses to indicate that it does not appear in the printed title; but in the third the cataloguer may have research to do before determining his action.

A good axiom to work on in this connection is that the use of the expression "n.d." (no date) should be regarded as the last resource: it is almost an evidence of defeat! Sometimes a date at the end of the preface will serve, and in such case it should be given in parentheses. In other instances the date may be traced exactly in reference-books or biographies, and it is then recorded within square brackets. If the exact date is untraceable the date approximate to a decade, again in square brackets, should be given, *e.g.* [189—], or, failing that, the century in which the book appeared should be indicated, *e.g.* [18—]. If all these be impossible the use of "n.d." becomes permissible, or, better still, the place for the date may be left vacant in case the missing detail be found later.

A very useful source of information for this purpose so far as fairly recent books are concerned is the *English Catalogue of Books*. Finally it should be noted that dates appearing on title-pages in Roman numerals may be reproduced in their Arabic equivalent.

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A word may be said here on the question of annotation. For bibliographical purposes it is best to regard annotation as a convenient means of mentioning any peculiarity proper to the particular copy in question, and such annotation should appear on the card well underneath and quite distinct from the catalogue-entry, and *italicized*. This emphasizes the distinction between the actual entry and the comment made in the cataloguer's own language.

Punctuation is also an important item, and it is obvious, especially in view of the probability of catalogue-entries having ultimately to appear in print, that some form should be adopted and strictly followed. Here, as so frequently occurs in cataloguing, the ordinary rules of grammar are a great help in settling minor problems. If the various main and sub-sections of the entry just analysed are considered, some idea of this application of grammatical principles may be obtained.

It may here be mentioned that some peculiarities of imprint are likely to be encountered in dealing with books of the sixteenth to the eighteenth century. In English the form commonly used is "Printed for," or "Printed by — for — "; in French, "Chez — "; and in Latin, "impensis — " or "Sumptibus —," or "Typis et sumptibus —," or "In aedibus —." These forms should be recorded as they stand. They indicate a stage in the development of book production when the clearly marked functions of printer, publisher, and bookseller had not evolved into the forms

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with which we are familiar, and, also, in many cases,
any attempt at abbreviation will involve a violation of
grammar, or distortion of the real meaning of the
imprint. One example may suffice:

Lugduni Batavorum
Sumptibus Elzeviriorum
Et Johannis Marirri
MDCXXI

which would appear in the catalogue thus:

Lugduni Batavorum, *Sumptibus Elzeviriorum et Johannis
Marirri*, 1621.

CHAPTER IV

REFERENCES

The next class of entry to be considered is that in which, for one reason or another, it is necessary to refer from one author to another, from a title to an author, or from an alternative form of a name to the one used in the catalogue for main entry.

The first essential for any reference of this kind is that enough information should be given in the reference-entry to make quite clear why the reference is being made.

The simplest form of reference is that from one form of name to another, or what is called a "general reference," covering everything that has been written by a particular author. Examples of this kind are as follows:

Horace,

see

Horatius Flaccus (Quintus),

in which the A.A. rule for the cataloguing of works by Latin authors is being obeyed by assembling every work by Horace under the heading of his full Latin name, *i.e.* Horatius Flaccus (Quintus). Another example of this kind of reference is:

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Cavendish (Spencer Compton), *8th Duke of Devonshire*,
see,

Devonshire (Spencer Compton Cavendish, *8th Duke of*),

which exemplifies again the A.A. rule for cataloguing works by peers, in which the title, and not the family name, is used as the entry-word, in accordance with American practice.¹

Contrasted with these "general references" are others which we may call "specific references," which relate to some one book and its authors, editor, translator, title, *etc.* The simplest form of this kind is that used in the case of a book which is the joint product of two, or more, authors. Opposite is the title-page of such a book.

The pagination is vii, 277; the format 8vo; and the height 19 cm. The main entry will follow exactly the lines of the specimen illustrated in the previous chapter in so far as the same details occur, but the heading will differ because the names of two authors appear in it instead of only one. The form of entry suggested is on p. 46.

Notice (*i*) that the degrees and details of positions occupied are omitted as being unnecessary,—unless it should prove necessary to distinguish between this C. M. Jessop and another writer of the same surname and initials, in which case *Fellow of Clare College, Cambridge*, or *Professor of Mathematics in Armstrong College, Newcastle-on-Tyne*, could be added

¹ The English rule in the A.A. Code prefers the family name for this purpose.

ELEMENTARY MECHANICS

BY

C. M. JESSOP, M.A.

Formerly Fellow of Clare College, Cambridge
Professor of Mathematics in Armstrong College,
Newcastle-on-Tyne

AND

T. H. HAVELOCK, M.A., D.Sc.

Fellow of St. John's College, Cambridge
Lecturer in Applied Mathematics in Armstrong College

FOURTH EDITION

LONDON

G. BELL AND SONS, LTD.

1919

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to make clear which C. M. Jessop was intended;
and (ii) that the name of the second author is *not*
inverted but appears in its natural form. There seems
to be no advantage in inverting the second name, and
it certainly looks and reads better in its normal order.

JESSOP (C M), *and* T. H. Havelock.

Elementary mechanics.

4th edition. pp. viii, 277.

8vo. 19cm. London, *Bell*, 1919.



As already stated, the rest of the entry is quite
straightforward, but there is a second entry, a
"cross-reference," to be made. This will be under
the heading of the second author, and will take the
following form:

HAVELOCK (T H),

see,

JESSOP (C M), *and* T. H. Havelock.

Elementary mechanics.

4th edition. 1919.



REFERENCES

Precisely how much information shall appear on the cross-reference is a matter of opinion, but the cataloguer should eliminate everything not vital to the clearness of the entry. For example, it is obviously unnecessary to repeat details of pagination or the specification of plates, as all that is given in the main entry. Equally clearly, the edition (if one is mentioned) and the date of publication are essential features on any entry relating to a particular book. It is sometimes possible to shorten the title considerably without endangering clearness of entry, but if this is done care must be taken to indicate any such omission in the manner suggested in the previous chapter, either by the use of dots (. . .) or by the abbreviation "*etc.*"

Any cross-reference of this kind should (so far as the title of the book is concerned) agree exactly with the main entry when omission marks are taken into account. For example, let us imagine that the book just mentioned had a sub-title, and that its full title was "Elementary mechanics: a text-book for architects." In such case all this information would appear in the main entry, but in the cross-reference the main title, "Elementary mechanics," with the omission of the sub-title indicated by the word "*etc.*," would be enough, and the apparent discrepancy between the two entries would be covered by the "*etc.*" indicating omission.

In order to ensure that the catalogue is a complete record of information concerning the books in the library it represents, there are other entries to be

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made in addition to those under the actual authors
of those books. Among these are entries under
editors, translators, preface-writers, and other con-
tributors to volumes.

A simple example of the method of dealing with
a book which has an editor as well as an author is
now to be illustrated. The title-page of the book
is given on the opposite page.

The main entry will read:

MACAULAY (Thomas Babington, *Baron*).

The Lays of Ancient Rome and other poems,
edited with introduction and notes by J. H.
Flather, *etc.*

pp. xiv, 184 + 2 maps.

8vo. 17 cm. Cambridge, *University Press*,
1928.



and the reference to the editor will take this form:

FLATHER (J H),

see,

MACAULAY (Thomas Babington, *Baron*).

The Lays of Ancient Rome and other poems,
edited . . . by J. H. Flather, *etc.*

1928.



THOMAS BABINGTON MACAULAY

THE

LAYS OF ANCIENT ROME

AND OTHER POEMS

EDITED

with introduction and notes by

J. H. FLATHER, M.A.

of Emmanuel College

CAMBRIDGE

AT THE UNIVERSITY PRESS

1928

Notice, in the main entry, the *etc.* after the editor's name. In transcribing this title-page for cataloguing purposes it is necessary to include in the "title" section of the entry not only the actual title of the book but also the editor's name. Since there is certain information attached to his name upon the title-page which is irrelevant for our purpose, and since it is, nevertheless, an essential part of the style in which the editor's name appears, it must be omitted, but the omission must be indicated, and a further omission is also possible,—the words "with introduction and notes." The clarity of the reference is not affected by their absence, and time, labour, and space are all saved.

It is often customary to add to the heading in an entry of this kind an indication of the part played by the person in question in the compilation of the book. To what extent this practice has any real value is doubtful. If the entry is properly constructed it is clear at a glance:

1. That something other than straightforward authorship is intended.
2. What precisely is the connection between the person so named and the book.

There is also this to be remembered, that, in arranging cards under any heading, main entries and cross-references are kept separate and are filed in two alphabetical sequences, so that the presence of any entry among the cross-references filed under any heading indicates some kind of subordination. Another example may be of use to illustrate this type of entry:

MARMION
A TALE OF FLODDEN FIELD

BY
SIR WALTER SCOTT

EDITED BY
J. HOWARD B. MASTERMAN, M.A.
Late Scholar of St. John's College, Cambridge

CAMBRIDGE
AT THE UNIVERSITY PRESS
1921

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for which the following main entry would be made:

SCOTT (*Sir Walter*), *Bart.*

Marmion: a tale of Flodden Field. . . . Edited by
J. Howard B. Masterman, *etc.*

pp. xxii, 274.

8vo. 17 cm. Cambridge, *University Press*,
1921.



and the cross-reference as follows:

MASTERMAN (John Howard Bertram), *Bishop*
of Plymouth,

see,

SCOTT (*Sir Walter*), *Bart.*

Marmion. . . . Edited by J. Howard B.
Masterman, *etc.*

1921.



Here again omission is practised and indicated:

1. In the main entry by three dots, to avoid repetition of the author's name, and by "*etc.*" to cover the absence of details concerning the editor's degree, *etc.*

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2. In the cross-reference, which is shortened still further by the elision of the sub-title in addition to the omissions already mentioned in the main entry.

Notice that, with the addition of these very flexible omission marks taken into account, main entry and cross-reference tally exactly so far as the "title" section is concerned.

As regards the punctuation of the cross-reference entry, it is suggested that the form used here is in accord with the rules of grammar. The unit which more or less corresponds to the sentence begins with the heading of the cross-reference entry, and terminates with the end of the heading to which reference is being made. Therefore commas after the two parts of this unit, and a full-stop at the end of it, seem to be the most logical stops to use, but this is not vital and is a matter of opinion.

The procedure in cataloguing all books of this kind is the same. Every reference must contain enough information to justify and make clear the reason for its existence; but, in cataloguing books in which more than one person besides the author is concerned, *e.g.* a book which is written by one man, edited by another, translated by a third, and has an introduction by a fourth, there is usually no necessity to mention the part played by more than one at a time. The editor reference would, therefore, simply indicate that the individual in question had edited the book, while the translator

ALCOHOL AND THE HUMAN BODY

An introduction to the study
of the subject

BY

SIR VICTOR HORSLEY

F.R.S., F.R.C.S., M.B., B.S.Lond., Hon. M.D.Halle, *etc.*

Late Chairman of the Representative Meeting of the British Medical Association; Surgeon to the National Hospital for the Paralysed and Epileptic; Late Surgeon to University College Hospital, London, *etc.*

AND

MARY D. STURGE, M.D.Lond.

Physician to the Birmingham and Midland Hospital for Women; Late Anæsthetist to the Birmingham and Midland Hospital for Women; Late Assistant Medical Officer to the N.E. Fever Hospital of the Metropolitan Asylums Board, *etc.*

With a chapter

BY

ARTHUR NEWSHOLME

M.D., F.R.C.P., D.P.H.

Medical Officer of Health for Brighton, Late President of the Society of Medical Officers of Health, *etc.*, *etc.*

LONDON

MACMILLAN & CO., LIMITED

NEW YORK: THE MACMILLAN COMPANY

1907

All rights reserved

REFERENCES

reference would show who had translated it, and so on. The omission marks are extremely elastic and may cover much or little, as may be desired; but the principle to be remembered is that, when allowance is made for indicated omission, main entry and cross-references should tally exactly.

One more example of this class of entry,—a rather more complicated specimen,—may serve to show how such books should be dealt with. The title-page is shown opposite.

The pagination is xxv, 370, and there are fourteen plates and twenty-one figures in the text. The format is 8vo and the height 22 cm. Three entries are required under authors' names.

These three entries cover all that is required in the author section of the catalogue, and, when allowance is made for indicated omissions, they agree with each other and with the title-page of the book.

(1) Main entry—

HORSLEY (*Sir Victor*), and M. D. Sturge.

Alcohol and the human body: an introduction to the study of the subject . . . With a chapter by Arthur Newsholme, *etc.*

Illustrated. pp. xxv, 370 + 14 plates.

8vo. 22 cm. London, *etc.*, Macmillan, 1907.



(2) Cross-reference from joint author—

STURGE (Mary D),

see,

HORSLEY (*Sir Victor*), *and* M. D. Sturge.

Alcohol and the human body, *etc.*

1907.



(3) Cross-reference from the writer of additional material—

NEWSHOLME (Arthur),

see,

HORSLEY (*Sir Victor*), *and* M. D. Sturge.

Alcohol and the human body . . . with a chapter by Arthur Newsholme, *etc.*

1907.



Thus an apparently formidable entry can be reduced to simple terms and dealt with speedily and accurately at the same time that correctness is preserved and no unrelated reference compiled.

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Finally there is a form of reference which will sometimes be necessary, from one spelling or form of a word or name to another, *e.g.*:

ANCIENT,

see also,

ANTIENT.



Both spellings are likely to occur in an extensive catalogue, and especially if the library contains older books. Another example, this time of a name, is the following. There are four possible forms and spellings of Virgil's name, two English and two Latin: VIRGIL, VERGIL, VIRGILIUS MARO (Publius), and VERGILIUS MARO (Publius). The commonest forms are those in which the second letter is an "i," and if the full Latin form of VIRGILIUS MARO (Publius) be adopted for all main entries, references should be given from the other three forms.

CHAPTER V

ANONYMOUS AND PSEUDONYMOUS LITERATURE

(a) ANONYMOUS LITERATURE

In the history of literature there are many examples of books which have been issued anonymously, or under the concealment of a pseudonym, and few libraries are without some books of this character. In some instances the real authorship is known almost at once; in some it emerges only after a considerable lapse of time; and in others, fewer in number, but still numerous, it is never traced. Books of these two kinds provide special problems for cataloguers, and sometimes are very troublesome to deal with.

The general rule given in the A.A. Code (*Rule* 112, p. 33) directs that anonymous books shall be entered under the author's name when it is known, and otherwise under the first word of the title not an article. References are also to be made from the titles of all anonymous books whose authors are known and for which, consequently, the authors' names are used as headings.

This rule provides a very simple method of dealing with such works, but it leaves room in some cases for a considerable amount of inconvenience to be caused. The B.M. Rule (No. 18, pp. 23-26;

THE RECREATIONS OF A
COUNTRY PARSON

SECOND SERIES

NEW EDITION

LONDON
LONGMAN, GREEN, LONGMAN, ROBERTS, & GREEN
1865

1927 edition) is much more complex, and suggests certain practices which we may perhaps venture here to disregard, but it does provide for a more intelligible and convenient form of heading than the arbitrary taking of the first word can, in many cases, provide. This is particularly so with regard to titles in which the name of a person, place, or corporate body occurs, and in such instances the B.M. Rule will be followed in the examples as given below.

The first example, given on the preceding page, illustrates the procedure to be followed when the name of the author can be found.

The pagination is pp. vi, 382; the format 8vo; and the size 20 cm. There are no illustrations of any kind. The author's name, which is nowhere indicated in the book, is Andrew Kennedy Hutchinson Boyd, so the main entry would take the following form:

BOYD (Andrew Kennedy Hutchinson).

The recreations of a country parson [by A. K. H. Boyd]. Second series.

New edition. pp. vi, 382.

8vo. 20 cm. London, *Longman, Green*, 1865.



The insertion of the name and initials of the author within square brackets is to make clear that the

ANONYMOUS AND PSEUDONYMOUS LITERATURE

book is anonymous. In the absence of this indication it would appear as though the heading had been taken from the title-page in the ordinary way, whereas actually it is only to be obtained from some external source.

The reference from the title would then be made thus:

RECREATIONS.

The recreations of a country parson. Second series. 1865.

see,

BOYD (Andrew Kennedy Hutchinson).



These two entries complete the cataloguing of the book.

The example, given on the next page, illustrates the method of cataloguing an anonymous work of which the authorship cannot be traced, and in the title of which there is nothing to provide or suggest a heading.

The pagination is pp. vi, 292; the format 8vo; and the size 18 cm. In default of anything better the first word is used as a heading, and the main-entry is, therefore, as follows:

LETTERS
TO
MY UNKNOWN FRIENDS

By A LADY

SECOND EDITION

LONDON
LONGMAN, BROWN, GREEN, & LONGMANS
Paternoster Row
1848

LETTERS.

Letters to my unknown friends. By a Lady.

2nd edition. pp. vi, 292.

8vo. 18 cm. London, *Longman*, 1848.



No further entry is required for this book.

A third example, (see page 64), will serve to show how an anonymous book with a title containing a likely heading can be dealt with.

The pagination is pp. xvi, 627; format 8vo; and size 20 cm. There are no illustrations. It is obvious that the heading to choose is "Daily News," and so the main-entry will be:

"DAILY NEWS."

The war correspondence of the "Daily News," 1877, with a connecting narrative forming a continuous history of the war between Russia and Turkey to the fall of Kars, including the letters of . . . Archibald Forbes . . . J. A. Macgahan, *etc.*

pp. xvi, 627.

8vo. 20 cm. London, *Macmillan*, 1878.



THE
WAR CORRESPONDENCE
OF
THE "DAILY NEWS"
1877

With a connecting narrative forming a continuous
history of the War between Russia and
Turkey to the fall of Kars

Including the letters of Mr. ARCHIBALD FORBES,
Mr. J. A. MACGAHAN, and many special
correspondents in Europe and Asia

LONDON
MACMILLAN & CO.
1878

ANONYMOUS AND PSEUDONYMOUS LITERATURE

A reference under the heading of the first word is desirable and would take the following form: -

WAR.

The war correspondence of the "Daily News,"
1877, *etc.*

see,

"DAILY NEWS."



It is most probable that this book would be sought under the heading "Daily News," but the inclusion of the first-word reference provides for the contingency of anyone looking for it under that. There are two correspondents specially named on the title-page, and the question at once arises whether references should be given for them or not.

Upon examination of the book it appears that their work is not differentiated in any particular way, though the short preface states that the special contributions of each individual are distinguished by a conventional sign so that recognition may be given. As no clue to the meaning of these signs appears, however, the reader is not much better off, and it is not likely that references would be of any service. If, however, in the interests of complete

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cataloguing, it were thought desirable to give them,
they would thus appear:

FORBES (Archibald),

see,

"DAILY NEWS."

The war correspondence of the "Daily News,"
1877 . . . including the letters of . . . Archi-
bald Forbes, *etc.*

London, 1878.



and:

MACGAHAN (J A),

see,

"DAILY NEWS."

The war correspondence of the "Daily News,"
1877 . . . including the letters of . . . J. A.
Macgahan, *etc.*

London, 1878.



No irrelevant material appears on either reference,
and in each instance it is perfectly clear why the
reference is made. Also, allowing for the signs of
omission, the cards agree bibliographically with the
main entry.

ANONYMOUS AND PSEUDONYMOUS LITERATURE

(b) PSEUDONYMOUS LITERATURE

Pseudonymous books fall, roughly, into three classes so far as the cataloguer is concerned:

1. Those of which the authors' real names can be traced.
2. Those of which the real names of their authors cannot be found, but in which the pseudonym is suitable for use as a heading.
3. Those to which neither of the above-mentioned conditions applies.

It is sometimes difficult to decide whether some form of words used to conceal the author's identity is suitable for a catalogue-heading or not. The B.M. Rule (No. 20, pp. 27-28, 1927 *edition*) gives some guidance on this point and the examples quoted in it are helpful in making a decision. It is better, however, to prefer the first-word entry rather than a doubtful pseudonym as the heading.

The first of the classes specified above is the largest, and the next example will show how such books are dealt with.

The pagination is pp. vi, 148; the format 8vo; and the size 16 cm. "Frank Fairman" is a pseudonym adopted by Theodore R. Wright.

The main entry will be found on p. 69.

The use of the real name is justified and explained by its insertion in square brackets, as shown below.

The next entry demanded for this book will be one in a general form from the pseudonym to the real name, which entry will cover any other books

THE
PRINCIPLES OF SOCIALISM
MADE PLAIN

AND

OBJECTIONS, METHODS, AND QUACK
REMEDIES FOR POVERTY CONSIDERED

BY

FRANK FAIRMAN

WITH

Preface by WILLIAM MORRIS

LONDON

WILLIAM REEVES

185, Fleet Street, E.C.

1888

ANONYMOUS AND PSEUDONYMOUS LITERATURE

written by this author under the same pseudonym.
If such a reference already exists in the catalogue it,

WRIGHT (Theodore R).

The principles of socialism made plain; and
objections, methods, and quack remedies for
poverty considered by Frank Fairman [*pseud.* of
Theodore R. Wright]. With preface by William
Morris.

pp. vi, 148.

8vo, 16 cm. London, *Reeves*, 1888.



naturally, need not be repeated. In form this entry
will be as here shown:

FAIRMAN (Frank), *pseud.*,

see,

WRIGHT (Theodore R).



Detailed cataloguing would require a reference also
from the writer of the preface, thus:

MORRIS (William),

see,

WRIGHT (Theodore R).

The principles of socialism . . . with preface by
William Morris.

1888.



while, to complete the requirements of the A.A. Code, a reference from the title would also be required, thus:

PRINCIPLES.

The principles of socialism made plain . . . by
Frank Fairman [*pseud.*], 1888.

see,

WRIGHT (Theodore R).



As an example of the pseudonymous book of which the authorship cannot be traced, but in which the pseudonym can be used as a heading, the following may serve to exhibit the method of cataloguing.

THE GERMAN EMPIRE
OF TO-DAY

OUTLINES OF ITS FORMATION AND
DEVELOPMENT

BY
"VERITAS"

WITH MAP

LONGMANS, GREEN & CO.

39, Paternoster Row, London
New York and Bombay

1902

A MANUAL OF CATALOGUING AND INDEXING

The pagination is pp. vii, 340; format 8vo; and size 18 cm., and there is one map as a frontispiece.

According to the B.M. Rule for cataloguing pseudonymous works a descriptive or fictitious name may be taken as a heading if it takes the form of a real name, or if it consists of a single word, *etc.* The concealment adopted by the author of this book clearly falls within this category, and so the pseudonym is taken as the heading, the entry being thus:

VERITAS, *pseud.*

The German Empire of to-day: outlines of its formation and development.

pp. vii, 340 + frontispiece (map).

8vo. 18 cm. London, *etc.*, Longmans, 1902.



If a title-entry is also thought desirable it would be under the first-word heading, as given on p. 73.

Lastly, there remains that class of book in which authorship is concealed by a descriptive phrase, often indicating the profession which the author follows, and which is unsuitable as a catalogue-heading. Such a pseudonym is illustrated in the next example given.

GERMAN.

The German Empire of to-day, *etc.* 1902.

see,

VERITAS, *pseud.*



The pagination is pp. 68; format 8vo; and size 16 cm., and the date appearing at the end of the preface is 1894. In default of an ordinary imprint date this may be used. Taking the first word as the entry-word the book is thus catalogued:

FEW.

A few hints as to proving wills, *etc.*, without professional assistance, by a Probate-Court official.

13th edition. pp. 68.

8vo. 16 cm. London, *Sampson Low* (1894).



In certain cases, limited in number, the pseudonym is so widely known that it is preferable to use it as a heading rather than the real name, even although

A FEW HINTS AS TO
PROVING WILLS

ETC.

WITHOUT PROFESSIONAL ASSISTANCE

BY
A PROBATE-COURT OFFICIAL

Thirteenth edition, with forms of wills, accounts, etc.,
revised up to date

LONDON
SAMPSON LOW, MARSTON & COMPANY
(*Limited*)
St. Dunstan's House
Fetter Lane, Fleet Street, E.C.

ANONYMOUS AND PSEUDONYMOUS LITERATURE

that can be traced. Two examples, Mark Twain and George Eliot, are quoted in the A.A. Code, and when this procedure is adopted the cataloguing follows the lines indicated above, except that the reference is reversed, and that the main-entry heading would contain an addition indicating the real name of the author under whose pseudonym the book is actually entered in the catalogue.

TITLES, PREFIXES, AND COMPOUND NAMES

The ordinary straightforward author's name, consisting of surname and Christian names, presents little difficulty to the cataloguer beyond an occasional lengthy search for missing details. When, however, ranks and dignities have to be considered the matter is not so easy, and much recourse to reference books is necessary. The actual limits within which such distinctions are to be recognized in the catalogue will, of course, be determined by the practice of each individual library, but a short discussion of some of the problems involved may be helpful.

In the first place, the question of rank does not only concern the heading used for those writers who are dead, for, without exaggeration, one may say that, if a catalogue is to be kept absolutely up to date, every Honours List will involve some revision, and it is often with living writers who have been ennobled that confusion is most likely to occur. It is extraordinary how soon a man's family name is forgotten when he is raised to the peerage.

There are, unfortunately, two divergent practices in use in England and America in cases of this kind. The English rule suggests the use of family names, and the American the use of titles. Whichever rule is followed, references must be given from the form of name which is not adopted, but, for convenience,

TITLES, PREFIXES, AND COMPOUND NAMES

the title of a peer rather than his family name is desirable as the entry-word, and the adoption of this practice is likely to save the average reader much trouble, apart from the fact that, in most instances, it is the title last conferred by which a man will be known to posterity.

There are certain notable exceptions to this, as there are to almost every rule, but these are too few in number to disprove the assertion that this rule follows the lines of common sense and general convenience. Examples of exceptions to this rule are Benjamin D'Israeli and Francis Bacon, both well known, and in the case of Bacon certainly better known, by family name than by title. The practice adopted will, as has already been said, be settled by the custom of the library concerned, but the form of the heading is worth notice.

The correct description of a Duke of Devonshire would be as follows, using the name of the 8th Duke as an example: Spencer Compton Cavendish, 8th Duke of Devonshire. If the family name, Cavendish, is to be used as the entry-word, the heading would take this form:

CAVENDISH (Spencer Compton), *8th Duke of Devonshire*,
with the title outside the bracket, but if the title is used as the entry-word the form would be:

DEVONSHIRE (Spencer Compton Cavendish, *8th Duke of*).

The same principle may be applied to authors

having the rank of earl, viscount, or baron, and it is worth while to make sure that the description of the title is correct, and not (as one so often sees it) slovenly, with the appellation "Lord" used to cover various ranks.

Other civil ranks generally recognized in cataloguing are baronets, knights, and younger sons of peers bearing the title Honourable, and Privy Councillors bearing the title Right Honourable. Examples of the headings for these ranks are:

BURNE-JONES (*Sir Edward*), *Bart.*

SIMON (*Rt. Hon. Sir John*).

GEORGE (*Rt. Hon. David Lloyd*).

BOYLE (*Hon. Robert*).

Ecclesiastical ranks commonly recognized are cardinal, archbishop, bishop, and dean. Popes are, of course, included among those who are entered by their Christian names, or adopted names, followed by a specification of the rank, office, or reputation which they enjoy. This class includes popes, sovereigns, members of ruling houses, saints, apostles, *etc.*, and as no special difficulty arises in connection with such names it is needless to dwell upon them here. Doubtful points can almost always be elucidated by reference to a standard catalogue such as that of the British Museum or the London Library.

In the case of cardinals the order of words in the heading should agree with the official order as used in describing a man of that rank, *e.g.*:

NEWMAN (*John Henry, Cardinal*).

TITLES, PREFIXES, AND COMPOUND NAMES

Archbishops and bishops are entered under their own family names, with the indication of their rank following outside the brackets, thus:

BENSON (Edward White), *Archbishop of Canterbury*.
GORE (Charles), *Bishop of Oxford*.

Occasional pitfalls await the careless cataloguer, as the following example will show. The title-page of a book at hand is given on the following page.

If this book were catalogued without care, and without reference to some outside source, it would probably be entered under White, whereas the correct entry is:

BENSON (Edward White), *Archbishop of Canterbury*.

Christ and His times: addressed to the Diocese of Canterbury in his second visitation, by Edward White [Benson], Archbishop.



This makes clear why a name not appearing on the title is used in the heading.

If titles lower than that of bishop have to be used, *e.g.* for distinguishing between two authors of the same name, the necessary description or title, *Vicar of Leeds*, or *Canon of Gloucester*, would

CHRIST AND HIS TIMES

ADDRESSED TO THE
DIOCESE OF CANTERBURY
IN HIS
SECOND VISITATION

BY
EDWARD WHITE
Archbishop

TITLES, PREFIXES, AND COMPOUND NAMES

occupy the same position in the heading as that of the *Bishop of Oxford* in the example cited, and the descriptions would, of course, be italicized.

The A.A. Code recommends that references should be given from the name of the See to the name of the bishop occupying it. If this be considered desirable the form used would be:

LONDON (Arthur Foley Winnington Ingram,
Bishop of),

see,

INGRAM (Arthur Foley Winnington), *Bishop
of London.*



Foreign titles are to be treated much in the same way as English. The question whether the vernacular or the English form shall be used, *e.g.*

BISMARCK-SCHOENHAUSEN (Otto Leopold, Fürst von),

or

BISMARCK (Otto Leopold, *Prince*),

must be decided by the custom of each library, but the use of the native form is more accurate and more in keeping with the rest of the entry in a

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foreign tongue, avoiding incidentally an unpleasant linguistic hybrid. It is no more trouble to be a little scholarly than to be slovenly, and the public are rarely, if ever, misled.

COMPOUND NAMES AND PREFIXES

Difference of opinion exists as to the best method of entering compound names. In some libraries the main-entry is put under the second half of the name, with a general reference from the first half: in others the reverse procedure is adopted. It is difficult to determine which is the better way, though some of the arguments used in discussing entries for noblemen apply here.

If a name is always hyphenated there is no reason to violate custom by entering it under the second half. If a hyphen is acquired, as so often happens, it is in the hyphenated form that the name will be perpetuated; while, if a name contains no hyphen, even though it is generally spoken of as if it did, there is no reason for departing from what still remains the correct form of the name.

In this class of heading there will always be some names which fall outside of any rule and will have to be entered apparently in defiance of custom. The simplest general rule seems to be to enter names with hyphens under the first half, giving a reference from the latter half if custom and familiarity make it advisable to do so.

TITLES, PREFIXES, AND COMPOUND NAMES

Examples of hyphenated names are:

CLUTTON-BROCK (Arthur),
BURNE-JONES (*Sir* Edward), *Bart.*,

and it is not at all certain that references would be necessary in these two cases. If such were thought to be required they would take the following form:

BROCK (Arthur Clutton-),
see,
CLUTTON-BROCK (Arthur).



Two very similar examples of names which always sound like compounds and yet are not hyphenated are:

DOYLE (*Sir* Arthur Conan),
GEORGE (*Rt. Hon.* David Lloyd),

and it is probable that references would be desirable in both instances, when they would take the form illustrated overleaf.

Considerable care must be exercised in choosing the form of heading to be used for works by foreign authors with compound names. The examples in

CONAN DOYLE (*Sir Arthur*),

see,

DOYLE (*Sir Arthur Conan*).



and

LLOYD GEORGE (*Rt. Hon. David*),

see,

GEORGE (*Rt. Hon. David Lloyd*).



the list on page 9 of the A.A. Code illustrated the difficulties which will assail an inexperienced cataloguer, and the difficulties can only be safely resolved by reference to an authoritative catalogue.

Names with prefixes have their form of entry largely determined by language and nationality.

TITLES, PREFIXES, AND COMPOUND NAMES

Rule 26 on page 9 of the A.A. Code explains with examples the practice to be adopted, and if this guidance be adhered to it is not often that real difficulty will arise. The book by Alfred de Musset, "Comédies et proverbes," would go under the heading of MUSSET (Alfred de), but Thomas de Quincey's "Confessions of an English Opium-eater" would appear under DE QUINCEY (Thomas). Translations, likewise, would follow the rule applying to the language of the original text, so that a translation into English of Alfred de Musset's book as mentioned above would appear under Musset, and the same rule would apply to a translation into French of De Quincey's writings.

Similarly, the book on "American Railroads as Investments," by S. F. Van Oss, would go under VAN OSS (S F), for the book is in English, and Van Oss is an American descended from a Dutch family, so that he is treated according to the rules for English names.

TITLES DERIVED FROM PLACES

Some titles are invariably associated with place-names, and in such cases, if full cataloguing is aimed at, the correct form of the name should be given, thus:

GREY OF FALLODON (Edward Grey, 1st *Viscount*).
MORLEY OF BLACKBURN (John Morley, *Viscount*).

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In other titles, where the family name and the title are the same, repetition must occur, thus:

BYRON (George Gordon Noel Byron, *6th Baron*).

COMPOSITE AUTHORSHIP

A good example of this kind of book is provided by the transcript from the title-page of a modern book, appearing on p. 87.

The pagination is pp. xviii, 242; format 8vo; and size 16 cm. "The Collegium" is not a body which could give its name conveniently to a series-entry, and there is no evidence that any one of the writers mentioned on the title-page has any major share of responsibility in the production of the book. The form of entry in this case would be:

HARVEY (John), *and others*.

Competition: a study in human motive. Written for "The Collegium" by John Harvey, J. St. G. Heath, Malcolm Spencer, William Temple, H. G. Wood.

pp. xviii, 242.

8vo, 16 cm. London, *Macmillan*, 1917.



Reference should be given from the various authors

COMPETITION
A STUDY IN HUMAN MOTIVE

WRITTEN FOR
"THE COLLEGIUM"

BY

JOHN HARVEY	MALCOLM SPENCER
J. ST. G. C. HEATH	WILLIAM TEMPLE
H. G. WOOD	

MACMILLAN & CO., LIMITED
St. Martin's Street, London
1917

A MANUAL OF CATALOGUING AND INDEXING
concerned, but these references should be abbreviated as much as possible, *e.g.*:

HEATH (J St. G C),

see,

HARVEY (John), *and others.*

Competition: a study in human motive . . . by
John Harvey, J. St. G. C. Heath, *etc.* 1917.



and so on with the others.

CHAPTER VII

THE SERIES ENTRY

The cataloguing of books which form parts of series necessitates two processes, namely, entry under the author's name and also under the series-heading—which is usually identical with the title of the series.

Before describing these operations it will be worth while to explain what, from the cataloguer's point of view, may be considered as a series. The word "series" has three definitions attached to it in the list of terms given in the A.A. Code (p. xvi), and it is with the first of these that we are now concerned.

Some discretion must rest with the cataloguer in deciding whether a series is worth this kind of bibliographical recognition. A hard-and-fast rule cannot be laid down, but, in general, if a sequence of books has unity of purpose, and if the authors (and editors, if any) are authoritative, it should receive consideration. This advice would rule out miscellaneous collections brought together by publishers under some convenient title, *e.g.* Everyman's Library, or Benn's Sixpenny Library, but would include such series as that of the English Men of Letters, or Bell's Cathedral Series.

The actual cataloguing commences in the same manner as with an ordinary book, that is, with a

THE BRAIN
AS
AN ORGAN OF MIND

BY
H. CHARLTON BASTIAN
M.A., M.D., F.R.S.

Professor of Pathological Anatomy, and of Clinical Medicine in
University College, London; Physician to University College
Hospital and to the National Hospital for the Paralysed and
Epileptic

With one hundred and eighty-four illustrations

LONDON
C. KEGAN PAUL & CO.
1, Paternoster Square
1880

THE SERIES-ENTRY

main-entry under the author's name, to which an addition is made in the form of the title of the series.

The simplest form of series-entry needs two cards, one an author main-entry, the other an abbreviated entry under the series-heading.

The half-title of this book reads:

The International Scientific Series
Vol. xxix

The main-entry takes the usual form but with the addition of the series-title after the title of the book. The series-entry is equally simple, and is illustrated on the following page.

BASTIAN (H Charlton).

The brain as an organ of mind. (International Scientific Series, vol. xxix.)

Illustrated. pp. xi, 708.

8vo. 20 cm. London, *Kegan Paul*, 1880.



If the title of a book contains anything which makes a reference necessary, *e.g.* from another writer's name, or from an editor, the reference would be

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constructed in the ordinary manner with the addition
of the series-title following upon the title of the
book, as in the main-entry above. Such a reference
would, of course, be from the referee to the author,

INTERNATIONAL SCIENTIFIC
SERIES.

Vol. xxix. Bastian (H. Charlton). The brain as an
organ of mind.

1880.



not to the series-heading. The example next given
will illustrate this statement, and will also show how
the general editorship of a series is recognized in
cataloguing.

The half-title reads as follows:

Philosophical Classics for English Readers

Edited by William Knight, LL.D.

Professor of Moral Philosophy, University of St. Andrews

The details of collation, *etc.*, are: pp. 315 + frontis-
piece (portrait); format 8vo; and size 17 cm.

SPINOZA

BY

JOHN CAIRD, LL.D.

Principal of the University of Glasgow

WILLIAM BLACKWOOD AND SONS

Edinburgh and London

mdccclxxxviii

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The main-entry of this book will be:

CAIRD (John).

Spinoza. (Philosophical Classics for English Readers.)

pp. 315 + frontispiece (portrait).

8vo. 17 cm. Edinburgh, *etc.*, *Blackwood*,
1888.



the only addition here being the title of the series, which is added on the card immediately after the title of the book. This position on the card seems convenient because, apart from anything else, the sequence of ideas in the minds of most readers in thinking of a book of this character is author, title, series.

A reference in the following form is requisite here:

SPINOZA (Benedictus de),

see,

CAIRD (John).

Spinoza. (Philosophical Classics for English Readers.)

1888.



THE SERIES-ENTRY

The addition of the series-title on the reference-card is of value because it gives some clue to the nature of the book. The reader who wants a popular study of this philosopher will realize that this is probably the kind of thing he is seeking, while the student will infer that it is only a popular summary, and therefore of little use to him.

Turning to the half-title we can begin to construct the entries which will be necessary under the series heading. The heading suggests itself at once; in this case it will take the title of the series as it stands, and the heading would be used on all the cards in the "series" side of the entry.

A problem now arises concerning the treatment of the editor's name. No purpose is served by repeating it on each card in the series-entry, and it is sufficient, therefore, to make an introductory card in the following form:

PHILOSOPHICAL CLASSICS FOR
ENGLISH READERS.

Philosophical Classics for English Readers:
edited by William Knight, *etc.*



In the event of the editorship being changed the name, or names, necessary to indicate the alteration

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can be added to the card after the original description just exemplified.

Two more cards are required, one a reference from the editor's name to the series, the other an entry from the particular book under consideration for the series-heading. These cards will take the following form:

Editor reference.

KNIGHT (William),

see,

PHILOSOPHICAL CLASSICS FOR
ENGLISH READERS.

Philosophical Classics for English Readers;
edited by William Knight, *etc.*



Series-entry.

PHILOSOPHICAL CLASSICS FOR
ENGLISH READERS.

Spinoza, by John Caird. 1888.



THE SERIES-ENTRY

This completes the cataloguing of the book, and it will be realized that, in cataloguing a whole series at once, or in introducing a series into the catalogue for the first time, the one introductory card and the one editor reference will serve for the whole set, unless the editorship were changed. In such case all that would be required in addition,—under the series-heading,—would be an entry, in the form of the last example, for each book in that series.

A word of warning may here be given to the effect that a separate card should be used for each book entered under the series-heading, unless the *whole* of a *completed* series is being catalogued together. The point of this is that books in series are issued irregularly, and that if several entries are made upon one card while the series is still progressing, numerical or alphabetical order will be difficult, if not impossible, to maintain.

It will at once be seen that no book in a series, which is to be catalogued as part of the series, and also as a single volume, can do with less than two cards. One of these will be for the author-entry and the other for the series-heading. The possible number above that minimum will depend upon the nature of the book, the wording of the title, and whether the series has an editor (or editors) or not.

One final example of this class of book will show how a series issued under the responsibility of more than one editor is dealt with.

EPOCHS OF MODERN HISTORY
THE
NORMANS IN EUROPE

BY THE
REV. A. H. JOHNSON, M.A.

Late Fellow of All Souls College, Oxford
Historical Lecturer to Trinity, St. John's, Pembroke,
and Wadham Colleges

With Maps

Sixth edition

LONDON
LONGMANS, GREEN & CO.
and NEW YORK: 15, East 16th Street
1891

THE SERIES-ENTRY

The half-title runs as follows:

EPOCHS OF MODERN HISTORY

Edited by

EDWARD E MORRIS, M.A., J. SURTEES PHILPOTTS, B.C.L.,
and C. COLBECK, M.A.

THE NORMANS IN EUROPE

Rev. A. H. Johnson

The pagination is pp. xvii, 260. There are three folding maps at the end of the book, and the format and size are respectively 8vo and 15 cm.

The main-entry is simple:

JOHNSON (A H).

The Normans in Europe. (Epochs of Modern History.)

6th edition. pp. xvii, 260 + 3 maps.

8vo. 15 cm. London, *etc.*, *Longmans, Green*,
1891.



A MANUAL OF CATALOGUING AND INDEXING

The series-entry is equally plain:

EPOCHS OF MODERN HISTORY.

Johnson (A. H.) *The Normans in Europe.*

6th edition. 1891.



An introductory card to the series is needful, thus:

EPOCHS OF MODERN HISTORY.

Epochs of Modern History: edited by Edward
E. Morris . . . J. Surtees Philpotts . . . and C.
Colbeck, *etc.*



There now remain three reference-cards, from the three editors to the series-heading, to be made, as shown on p. 101.

Thus every contributor to the series is recognized in the catalogue, and no unnecessary matter is allowed

THE SERIES-ENTRY

MORRIS (Edward E),

see,

EPOCHS OF MODERN HISTORY.

Epochs of Modern History: edited by
Edward E. Morris, *etc.*



PHILPOTTS (J Surtees),

see,

EPOCHS OF MODERN HISTORY.

Epochs of Modern History: edited by . . . J.
Surtees Philpotts, *etc.*



COLBECK (C),

see,

EPOCHS OF MODERN HISTORY.

Epochs of Modern History: edited by . . . C.
Colbeck, *etc.*



to remain. If any fear of ambiguity be felt, the editor-reference cards could each contain the name of all three editors since they appear on the introductory card to the series only. Whether this is necessary is a matter of opinion.

The question of alphabetizing books in a series-heading, which sometimes presents a little difficulty, is conveniently settled by the examples given in the A.A. Code (*Rule 128*, p. 40). If the editorship of a series has been altered in any way during the course of publication, such changes can be indicated on the introductory card of the series. This avoids the useless repetition of editors' names on every card, which is the only other alternative.

CHAPTER VIII

LATIN AND GREEK AUTHORS

The two rules in the A.A. Code governing the cataloguing of books by classical Latin and Greek authors (*Rules* 49 and 51, pp. 14-15) direct that Greek authors shall be entered under the Latin forms of their names,—*e.g.* Homerus, with a reference from its English form, Homer. Occasionally, also, a reference from the Greek form is required, as from Aischylos to Aeschylus.

Latin authors are to be entered "in accordance with the practice of the classical dictionaries," and when the English form of name differs from the original Latin the latter form is to be used for heading, with a reference from the English form,—*e.g.* Virgilius Maro (Publius) would be the heading for Virgil's works, and a reference from Virgil would be given to the Latin form of the name thus adopted.

Apart from this the chief difficulty which the cataloguer, particularly if inexperienced and with only a slight acquaintance with Latin and Greek, is likely to encounter, is in dealing with the matter that appears on the title-page and in avoiding any breach of grammatical rules in the language with which he is then concerned.

It frequently happens that the title-pages of editions of the classics are very lengthily worded, and that much elimination of unnecessary matter

C. CORNELII TACITI

OPERA OMNIA

ex editione Oberliniana
cum notis et interpretatione
in usum Delphini
variis lectionibus
notis variorum
Justi Lipsii excursibus
recensu codicum et editionum
et
indice locupletissimo
accurate recensita

Volumen primum

LONDINI

Curante et imprimente A. J. VALPY, A.M.

1821

can be effected in cataloguing. It is in this process especially that care is needed.

The title-page opposite, copied from the first volume of an edition of the works of Tacitus, will show what is meant.

The heading chosen after consulting a dictionary or some authoritative catalogue would be Tacitus (Publius Cornelius), and the title can be considerably abbreviated, so that the main-entry would read thus:

TACITUS (Publius Cornelius).

C. Cornelii Taciti opera omnia ex editione
Oberliniana cum . . . notis variorum Justi
Lipsii excursibus . . . accurate recensita.
10 vols.

8vo. 22 cm. Londini, curante et imprimente
A. J. Valpy, *etc.*, 1821.



A reference from Lipsius would then be made:

LIPSIUS (Justus),

see,

TACITUS (Publius Cornelius).

C. Cornelii Taciti opera omnia ex editione
Oberliniana cum . . . notis variorum Justi
Lipsii, *etc.*

1821.



ΑΡΙΣΤΟΤΕΛΗΣ

ARISTOTELIS

OPERA OMNIA

Graece et Latine
cum iudice nominum et rerum
absolutissimo

Volumen primum

Continens Organon, Rhetoricen, Poeticen, Politica

PARISIIS

EDITORE AMBROSIO FIRMIN-DIDOT

Instituti Franciae Typographo

Via Jacob, 56

MDCCCLXXVIII

LATIN AND GREEK AUTHORS

In the case of Greek books in which the title is duplicated in Greek and Latin, give both titles (*A.A. Code, Rule 145, p. 44*). Thus the edition of Aristotle illustrated on the previous page would be thus catalogued:

ARISTOTELES.

ΑΡΙΣΤΟΤΕΛΗΣ. Aristotelis opera omnia
Graece et Latine, *etc.*

5 vols.

8vo. 26 cm. Parisiis, editore Ambrosio
Firmin-Didot, 1878.



A reference from Aristotle to Aristoteles would also be necessary if not already included in the catalogue; and, if it were not stated in the title that the text is in Greek and Latin, this information should be given in a note (*A.A. Code, Rule 140, p. 43*). The Library of Congress Supplementary Rule 12, section 14 (p. 49 in *A.A. Code*), demands consideration and has been followed in the two title-pages just dealt with.

It may be thought that confusion may be caused by using a comparatively unfamiliar Latin or Greek form of a name in place of the more familiar English one, but against this assumption may be set the three following arguments: firstly, that a reference

THE GLOBE EDITION
THE
WORKS OF HORACE

RENDERED INTO ENGLISH PROSE

with introductions, running analysis,
notes, and an index

BY

JAMES LONSDALE, M.A.

Late Fellow and Tutor of Balliol College, Oxford
and Classical Professor in King's College, London

AND

SAMUEL LEE, M.A.

Latin Lecturer at University College, London
and late Scholar of Christ's College, Cambridge

LONDON

MACMILLAN AND CO.

1873

LATIN AND GREEK AUTHORS

will always be inserted to guide the reader to the proper heading; secondly, that the vast majority of classical authors are known to English readers by the original forms of their names; and, thirdly, that it is desirable to adopt a practice which makes consistency possible in this kind of heading.

A translation of the works of a Greek or Latin author would, of course, go under the same heading as his works in the original language, *e.g.* the edition of the works of Horace given on p. 108 would be treated thus:

HORATIUS FLACCUS (Quintus).

The works of Horace rendered into English prose, with introductions . . . by James Lonsdale . . . and Samuel Lee, *etc.* (Globe Edition.)



To this entry references would be given both from Lonsdale and from Lee in the usual form.

CHAPTER IX

THE BIBLE AND BIBLICAL LITERATURE

Bible-headings in the catalogue of a large library may be very lengthy, and, at first sight, may appear complicated, but upon examination the complication will not appear so great, and the arrangement of the heading will be found to follow a logical plan of sub-division.

The first point to notice is that the entry-word for all editions of the Bible, or for any parts of it, is BIBLE. What sub-divisions may follow under the heading will be determined by the nature of the book being catalogued.

The scheme of arrangement given in the A.A. Code (*Rule* 119, p. 35) and the B.M. Rules (No. 17, pp. 19, 20) clearly explains the procedure to be adopted. In the A.A. Code the inclusion of the Apocryphal books of the Old and New Testaments (as distinct from the Old Testament Apocrypha) is to some extent a violation of historical principle since these books have never been included in the canon of the Bible and therefore, strictly speaking, they have no part in it.

An alternative method of cataloguing this class of sacred literature is suggested in the Cambridge University Library Rules for the Catalogues of Printed Books, Maps, and Music (1927) (*Rule* 20 (vi), p. 18). The tabulation given in the A.A.

THE HOLY BIBLE

THE REVISED VERSION

Without the marginal notes of the revisers

PRINTED BY ORDER OF THE
UNIVERSITIES OF OXFORD AND CAMBRIDGE

Issued in connection with the Centenary of the
British and Foreign Bible Society, 1904

CAMBRIDGE
PRINTED AT THE UNIVERSITY PRESS
FOR THE BRITISH AND FOREIGN BIBLE SOCIETY
146, Queen Victoria Street, London

1903

Code (*Rule* 19, p. 35) makes very evident the order in which a large Bible collection should be arranged. In a small collection the sub-headings intervening between the entry-word, Bible, and the name of the particular book (*e.g.* Acts) can conveniently be dispensed with. Thus, the alternative forms of heading in the two instances would be:

BIBLE, New Testament, Acts. English.
and

BIBLE. Acts. English.

The name of the language in which the text appears should always be given as the last sub-heading, while in the case of polyglot versions a note be may added stating what languages make up the version under consideration.

One or two examples should make clear how to deal with the ordinary kind of Bible material. The edition shown on p. 112 would be catalogued as follows:

BIBLE. English.

The Holy Bible: the Revised Version without the marginal notes . . . issued in connection with the centenary of the British and Foreign Bible Society, 1904.

pp. 931, 268.

8vo. 25 cm. London, *British and Foreign Bible Society*, 1903.



THE GOSPEL
ACCORDING TO ST. LUKE

WITH
PROLEGOMENA, APPENDICES
AND
GRAMMATICAL AND EXPLANATORY NOTES

BY THE LATE
REV. W. TROLLOPE, M.A.

NEW EDITION, RE-EDITED AND THOROUGHLY REVISED

BY THE
Rev. W. H. ROWLANDSON, M.A.
Crosse and Tyrwhitt University Scholar, Hebrew and
Divinity Lecturer of Corpus Christi College

CAMBRIDGE: J. HALL & SON
LONDON
WHITTAKER & CO., SIMPKIN MARSHALL & CO.
AND BELL & DALDY

1870

A MANUAL OF CATALOGUING AND INDEXING

The body responsible for the issue of this edition is the Bible Society, and therefore the fact that it was printed at Cambridge may be disregarded. The division in the pagination is accounted for by separate paginations having been used for the Old and New Testaments.

Here are examples of the cataloguing of single books of the Bible, the book illustrated on p. 113 being catalogued thus:

BIBLE. New Testament. Gospels. Luke.
Greek.

The Gospel according to St. Luke, with
prolegomena, appendices, and . . . notes by
. . . W. Trollope . . . revised by . . . W. H.
Rowlandson, *etc.*

New edition. pp. xvi, 173.

8vo. 20 cm. Cambridge, *etc.*, *Hall, etc.*,

1870.



References would be given from both Trollope and Rowlandson, and similarly, in the example on p. 115, from Plumptre (E H), *Dean of Wells*, as shown on p. 116.

If it were considered advisable to include a series-entry of this edition it would have to appear in the form of the second example on p. 116. Similarly, the entry under Perowne, as editor, would, if made, have to indicate that all the books in the

THE CAMBRIDGE BIBLE
FOR
SCHOOLS AND COLLEGES

General Editor
J J. S. PEROWNE, D.D., Bishop of Worcester

THE GENERAL EPISTLE OF
ST. JAMES

With Notes and Introduction

BY THE LATE
E. H. PLUMPTRE, D.D
Dean of Wells

Edited for the Syndics of the University Press

CAMBRIDGE
AT THE UNIVERSITY PRESS
1892

A MANUAL OF CATALOGUING AND INDEXING
series he edited could be found under the Bible-
heading, scattered about under their appropriate
sub-headings.

BIBLE. New Testament. Epistles. James.
English.

The General Epistle of St. James, with notes
and introduction, by . . . E. H. Plumptre, *etc.*
(Cambridge Bible for Schools and Colleges.)

pp. 107.

8vo. 18 cm. Cambridge, *University Press*,
1892.



CAMBRIDGE.

The Cambridge Bible for Schools and
Colleges. General Editor: J. J. S. Perowne,
etc.,

see under BIBLE. Separate books.



It has already been observed that in large libraries
of a general character there is likely to be an extensive
amount of literature treating of the Bible or Bible
subjects, and in an author single-entry catalogue all
this material, apart from anonymous commentaries,
etc., would, naturally, be placed under the names

THE BIBLE AND BIBLICAL LITERATURE

of their respective authors. It would, however, be necessary to find a place in the Bible-heading for anonymous works, and also references to other literature of the character just mentioned.

As the Bible-entry serves for author and subject, a large collection of this kind of literature would be likely to cause a clumsy heading unless some means of division were devised. The British Museum solves this problem by the adoption of a heading, —BIBLE, Appendix,—under which all anonymous commentaries, *etc.*, and all references to writers about the Bible are entered. This section follows exactly the same general arrangement as the main part of the entry, but is distinct from it, so that it is quite clear from a few minutes' study of the Bible volume in the B.M. Catalogue where the text is to be found, and also the books about it.

CHAPTER X

PERIODICAL LITERATURE

The cataloguing of periodicals presents certain problems which do not occur in any of the other classes dealt with so far.

Briefly stated, the essential requirements for a satisfactory entry of a periodical should show at a glance the following facts:

- (a) When the set of the journal commenced, in both date and volume number.
- (b) Whether the set is complete or not.
- (c) Whether the library is still taking the journal or not, and, if not, what period of its publication is covered by the portion possessed by the library.

These matters concern *all* periodical entries, and in addition to them the questions of the heading to be used, and the references to be given, are not infrequently rather difficult to settle.

Periodicals fall into two main classes—those which are issued by a society or corporate body, and those which are not, and the rule laid down in the A.A. Code is that the title of the journal shall be used as the heading, except in certain cases (*Rule 121*, p. 36). The exceptions are likely to prove very numerous, however, and, to avoid confusion, the practice suggested here will be that "Society" publications shall be put under the name of the

JOURNAL OF THE
INSTITUTE OF BANKERS

(FOUNDED 1879)

VOLUME I, 1879-80

LONDON
WATERLOW AND SONS
1880

A MANUAL OF CATALOGUING AND INDEXING
society issuing them, but that ordinary journals
shall go under the title of the journal concerned.

The two following specimen entries exemplify
the method of entering the two categories of journals
mentioned above.

The *Journal of the Institute of Bankers* would be
thus catalogued:

INSTITUTE OF BANKERS.

Journal of the Institute of Bankers. (Founded
1879.)

Vol. 18—

8vo. 21 cm. London, 1880—

In progress.



The use of the sign “—” after the volume-number
and date indicates that the journal is still being
published, and that the library has an unbroken
sequence of it. This is confirmed by the addition
of the note “*In progress.*” Two references may be
necessary,—one from the title of the journal,
which should almost always be given an entry;
and one from the place where the society has its
headquarters, thus:

PERIODICAL LITERATURE

JOURNAL.

Journal of the Institute of Bankers.

see,

Institute of Bankers.



LONDON. Institute of Bankers.

see,

Institute of Bankers.



The other periodical chosen is not issued by any society. Its title is as shown on p. 122.

The entry on p. 123 indicates that the set in the library begins with this volume and is continuous after it. No other entry is necessary for this publication.

Any information about contents, frequency of issue, etc., is best added as a note outside the entry, *i.e.* underneath it.

JOURNAL DES ÉCONOMISTES

REVUE DE LA SCIENCE ÉCONOMIQUE
ET DE LA STATISTIQUE

3^e Série—1^{re} Année

Tome 3^e
(Juillet à Septembre 1866)

PARIS
LIBRAIRE DE GUILLAUMIN ET CIE
ÉDITEURS
1866

PERIODICAL LITERATURE

One point of detail may be worth mentioning. The French word "editeur" does *not* mean the same

JOURNAL DES ÉCONOMISTES.

Journal des économistes: revue de la science économique et de la statistique. 3^e Série.
1^{re} année.

Tome 3^e—

8vo. 24 cm. Paris, 1866—

In progress



thing as our word "editor," but is equivalent to our word "publisher." These two periodicals were recently set at an examination in cataloguing in the School of Librarianship, and several candidates revealed their lack of knowledge by giving references from "Guillaumin."

It will be noted that the publisher's name is omitted from the imprints in these two entries. This practice can be safely followed in general when cataloguing works of this kind.

Another possibility which the cataloguer must always keep in mind when dealing with periodicals is that they are frequently known by a colloquial title,—usually an abbreviation from the full form. An example recently brought to notice was a set of the "Journal of the Royal Agricultural Society" which the binder had lettered on the backs of the

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volumes, "Agricultural Journal." It is more than probable that this was the colloquial name for that journal, just as the example given on p. 119 might be known in banking circles as the "Banker's Journal." Any possibility of this kind must be provided for by a reference from the short title to the full heading under which the publication is entered.

The relevant rules to this kind of cataloguing are A.A. Code (*Rule* 121, p. 36, and *Rule* 78, p. 23); and the B.M. Rule (17*a* and *d*, pp. 20-22); but some reservation should be exercised in adopting the B.M. rule as modification of it is being effected in the new edition of the Catalogue of the British Museum Library, now in course of publication.

Much might be written about this section of cataloguing, and, in view of the enormous importance of the periodical in modern life, it is essential that great attention should be devoted to the subject. However, the rules clearly indicate how to deal with different kinds of journals, and it is hoped that the vital points have been sufficiently touched upon here.

PART II
SHORT-ENTRY
AND
SUBJECT CATALOGUING

BY
J. HENRY QUINN

STANDARD FORMS OF CATALOGUES

The cataloguing of books by subjects is as important as cataloguing them under the names of their authors; probably, indeed, of more importance so far as the public use of the library is concerned, since the proportion of readers who consult a catalogue in order to ascertain what books the library possesses upon any given subject is greater than that seeking books by a particular author. Careful consideration is, consequently, requisite as to the nature of the catalogue to be provided.

There are two methods, each having its own merits and defects, *viz.* the classified (or systematic) catalogue, and the dictionary (alphabetical) catalogue. In the former the entries are arranged according to some scheme of classification which is usually the same as that adopted for the arrangement of the books upon the shelves. There is no British scheme in general use; Dewey's "Decimal Classification"¹ finds most favour in this country, although it is an American work with the American subjects somewhat emphasized, and the majority of classified catalogues are based upon it.

The classified catalogue has the important advantage of bringing together classes of books in general followed by subjects and then by topics in a recog-

¹ "Decimal Classification and Relativ Index," by Melvil Dewey.

nized logical order, these two latter being preceded or followed by others more or less related. In this way a helpful and exhaustive, as well as suggestive, survey is furnished, useful alike to students and to general readers,—provided that they have taken the trouble to master the scheme of the catalogue. There are certain other advantages. The entries being within a subject, for example, can be arranged chronologically according to the date of publication, thus indicating the latest books, a course which is particularly desirable in the case of scientific or technological works. Biographies of individuals may also be arranged alphabetically by the names of the subjects of the biographies, although this arrangement will have to be modified if the usual subdivisions into philosophers, divines, scientists, etc., are followed.

One of the drawbacks of this form of catalogue is that works of particular authors are not concentrated but are scattered in different places throughout the catalogue in accordance with their subjects or nature, and can only be traced by means of an author-index. Thus, Macaulay's "History," "Essays," and "Lays of Ancient Rome" go into three different places. In the same way books upon a special aspect of any country,—its religions, constitution, language, natural history, and history, etc.,—are not found together but have to be discovered by the aid of a subject-index. Some books, on account of their composite nature, may need to be entered in more than one place in the catalogue. If the above-named

STANDARD FORMS OF CATALOGUES

works by Macaulay were comprised within a single volume they obviously would have to be assigned to one main place in the classification, with entries in other divisions.

This species of catalogue has, however, the advantage of needing only a single-entry as a rule, other than brief references in the index, and therefore this entry need not be curtailed to the extent customary in dictionary catalogues if they are meant to be printed. Moreover, the classified catalogue can be issued in classes or sections, each complete in itself, and in such editions as are likely to be wanted, whereas a dictionary catalogue must be issued complete unless it consists solely of author-entries.

In the dictionary catalogue the entries are, as the name implies, arranged in alphabetical order. It consists of entries by authors and subjects, with such title-entries as may be deemed essential or desirable, in a single sequence. As the subject-entries are given by specific subject or topic, and not under classes or the larger subjects of which they form a part, topics more or less related will be separated according to their various names. It is possible to keep the author-entries in one alphabetical arrangement and the subject-entries in another, but this is unusual and experience proves that it is more convenient to merge them in a single sequence.

In a correctly compiled "syndetic" (*i.e.* connective) catalogue, however, this separation of subjects presents no difficulty to users of the catalogue, as

the subject-entries are interlinked by means of references from the name of one subject to that of another if synonymous (the "*see*" reference), or from general or allied subjects (the "*see also*" reference) in a descending scale (rarely from the lesser to the greater), in order that the whole resources of a library upon any given subject in all its aspects may be fully ascertained.

It would be possible to include a classified synopsis of the subject-headings contained in the catalogue as a preface, the use of which would show the enquirer beyond doubt that he had not overlooked any portion of a whole class or subject.

The main difference between these two styles of catalogue from the user's point of view is that, as already stated, some understanding of the system of the classified catalogue is necessary before it can be used effectively, though this difficulty is largely overcome by the provision of adequate indexes as addenda, either of authors and subjects separately or, as is more customary, combined in one alphabet. When people become familiar with the symbol-numbers of the classification employed they readily turn to the section required and only occasionally need to consult the index.

The dictionary catalogue, on the other hand, is more convenient for ready reference as a finding-list, its alphabetical arrangement calling for no previous study. In public libraries open to all classes of the community the convenience of readers is a matter of prime importance and the dictionary catalogue

is unquestionably preferred, especially when it is used within the library premises merely as a means of finding the books. If the catalogue be printed, and may be taken away for study at leisure, the classified catalogue would probably be found more desirable. It is more economical to produce, to say nothing of the advantage already named of being able to issue it in separate classes and in such numbers as may be required, thus spreading its total cost over a period of time if the funds at the disposal of the library are limited.

In libraries where readers have access to the shelves the books are closely classified upon the shelves. In consequence, the classified catalogue becomes merely a shelf-list or inventory, as the books catalogue themselves to a large extent by their position on the shelves. Such libraries would be better served by a dictionary catalogue, especially if it is on cards or in sheaf form. Attention may be directed, in passing, to the fact that the sheaf-catalogue,—a variety of loose-leaf book specially designed for this purpose,—takes up considerably less space than cards and is less expensive. Its book form is better understood, and it is more convenient for public use.

Until recent years it was customary to print catalogues of the lending departments of municipal libraries,—a costly process. With the advent of "open-access" the necessity for printed catalogues has sensibly diminished and the cost of printing can hardly be justified by the consideration that some few borrowers are unable to attend the library to

select their books. Besides, the stock of a lending library now changes more rapidly, and it may be said that in order to add a new book an old one has to be removed.

The newer established county libraries are in a somewhat different category as they are meant to serve a widespread population, some in remote districts, and these readers have no means of knowing the resources of the central depositaries. The difficulty will probably be overcome by the issue of class-lists, and the regular publication of lists of recent additions to the stock is desirable if these libraries are to fulfil their proper function. A standard co-operative printed catalogue of the bulk of the basic stock of such libraries, covering the standard and educational books common to most of them, will, in the end, probably meet part of this difficulty, if produced at a cheap rate.

The value of catalogues for co-operation between libraries in the way of inter-library loans needs only to be mentioned to be appreciated, though this, too, will be met by centralized union catalogues in the future.¹

So far as the cataloguer is concerned the distinction between classified and dictionary catalogues may thus be summarized. In the classified catalogue the entry is placed under the main class of literature to which the book belongs, and it is then sub-divided as may be necessary until it falls into its exact

¹ Such co-operative catalogues are now being prepared for the Metropolitan Boroughs and the Regional Libraries centres.

STANDARD FORMS OF CATALOGUES

position in the scheme adopted. Roughly stated, this is the main, and only, entry other than references to it in an index. In the dictionary catalogue the main-entry is given under the author's name, or some substitute therefor; also added entries will be requisite under subjects, together with any references that may be necessary, and the whole is arranged in one single alphabetical sequence.

It has been observed, with much truth, that an ideal catalogue would give under every subject not only the monographs upon it but references to all other works in the library which in any way illustrate it, including parts of books, sections of the proceedings of societies, magazine articles, and such encyclopaedias and the like that treat of it. Libraries, like most other institutions, have their limitations, and, however desirable such comprehensive catalogues might be, they cannot be achieved in the ordinary way, although efforts in this direction have been attempted in the past—as, for example, in the catalogue of the Wigan Reference Library some years ago. This catalogue was issued by instalments and took so long to complete that by the time its end was reached the earlier part was somewhat out of date. Cataloguing of this exhaustive character has to be reserved for special or sectional guides or reading-lists occasionally produced, but so far as public libraries are concerned, the “general reader,” or, for that matter, the student reader, usually prefers a select list of recommended books to a comprehensive bibliography.

A MANUAL OF CATALOGUING AND INDEXING

The following is a list of useful books on cataloguing, other than codes of rules, in order of publication:

How to catalogue a library, by Henry B. Wheatley. 1889.

A manual of library cataloguing, by J. Henry Quinn. 1899.

The sheaf catalogue, by James D. Stewart. 1909.

Library cataloguing, by J. Henry Quinn. 1913.

A practical handbook of modern library cataloguing, by W. W. Bishop. 1924.

Simple library cataloguing, by Susan G. Akers. 1927.

Selective cataloguing, by Henry B. van Hoesen. 1928.

An introduction to cataloguing and the classification of books, by Margaret Mann. 1930.

The "Bibliography of Library Economy, 1876-1920," by Mr. H. G. T. Cannons, issued by the American Library Association, 1927, contains numerous references on this subject, and chapters on cataloguing are contained in most books which treat of practical librarianship.

SHORT CATALOGUE-ENTRIES

The preceding portion of this *Manual* considered the rules and methods of cataloguing books, restricting itself to author-entries and treating of that aspect from the full bibliographical point of view. In the following pages we shall examine the illustrative entries there given, and consider to what extent economies may reasonably be exercised in the way of adaptation and condensation for catalogues intended for general use, and more particularly if the cost of printing has to be borne in mind.

As bibliographical details are apt to be confusing to the uninitiated and add to the work of compilation we may venture to regard many of them as academic or conventional for the type of short-entry catalogue we have in view. When considerations of time spent, space occupied, or cost of production are of no consequence the fuller form already demonstrated in Part I should be followed. The main object of the majority of catalogues is to show the resources of a library and to serve as finding-lists; they are not ordinarily used otherwise or as bibliographies even in the large city reference libraries. As Mr. Esdaile points out,¹ "Every catalogue entry is a description of a

¹ "Student's Manual of Bibliography," by Arundell Esdaile. (*Library Association Series*, I), p. 248.

book catalogued; but according to the purpose of the catalogue is the degree of elaboration of the description."

It should be understood that the A.A. Rules provide for the fullest form for most purposes, with illustrative examples accordingly, upon the principle that the greater includes the lesser. It is, therefore, left to the judgment of the cataloguer to adapt the rules to the particular style of catalogue in hand, provided that the governing principles are not violated. Cutter's "Rules"¹ were compiled for "medium entry," which is the most reasonable and satisfactory form for all but the great libraries, although the compiler left the rules open for modification, if required, by excision and marginal notes, to "short-entry." In a catalogue of this nature any abbreviations used should be either obvious in meaning or self-explanatory. An appendix to the A.A. Rules contains a list of customary abbreviations, but as many of these may be obscure to the ordinary

¹ "Rules for a Dictionary Catalogue," by Charles A. Cutter, 4th ed., rewritten (*Washington, Government Printing Office, 1904*). These rules were at one time the standard code, both here and in America, and are still necessary for study and reference. They formed the basis of the A.A. Rules, in the preface of which it is stated that "it is possible in the present code to refer freely to 'Cutter' whenever his rules contain a particularly full statement or for other reasons ought to be consulted by the cataloguer." The paragraph from Cutter's preface reprinted in this same A.A. preface commencing, "The convenience of the public is always to be set before the ease of the cataloguer," should always be borne in mind. Another valuable code, also referred to in various rules in the A.A. Code, is Linderfelt's "Eclectic Card Catalog Rules" (1890), which is a consensus of various codes, though it is now difficult to obtain. A list of codes is given at the end of this chapter.

SHORT CATALOGUE-ENTRIES

person they should be used by the cataloguer with discrimination.

In working out the preceding illustrative entries upon the lines here indicated the ordinary punctuation of authors' names, as stated in the A.A. Rules, is followed, instead of using parentheses as adopted in Part I. This is in order to show another usage, as either style is correct, though both must not be used in the same catalogue. A similar warning applies to any other variation, as, for example, the order in which information is given in a catalogue entry. This must be fixed and adhered to uniformly throughout. The entries following when given as specimens for a classified catalogue are marked with the Dewey classification symbols at the end of each entry, where ordinarily the finding-number, "location," or press-mark is placed. In a card catalogue this indication may be put prominently at the top of the card, whether to the right, left, or in the centre is immaterial provided that the position is consistently adhered to throughout.

The (Handy) example as given on p. 28, when marked with the classification number, becomes the main, or principal, entry for the classified catalogue, where it is placed in position according to these symbol-numbers, in this case 942 (9 History, 4 Europe, 2 England). The index entries are usually given at the end of a catalogue, and a key to the scheme of classification at the beginning. For card catalogues, index-entries are kept separate. In this instance they would be:

Handy, Jas. W. History of England to Elizabeth. 942
 England. History. 942
 History. England. 942
 English history. 942
 Great Britain. History. 942

These last four items cover all works on the subject and it is unnecessary to enumerate the books separately in the index. An index to authors may be kept distinct from that relating to classes and subjects, but, as has previously been mentioned, it is more usual and more convenient to amalgamate them in one simple alphabetical arrangement. Index-references in a printed catalogue should refer to the classification number and not to a page.

For a dictionary catalogue the example, as given, becomes the main-entry when placed in alphabetical position under the name of the author. The author-entry, or its equivalent, is invariably the main-entry in this form of catalogue. If this entry be printed on cards, or is otherwise duplicated, it can be used in a card catalogue for all other necessary entries by adding the subject or other heading in the top left-hand corner without any further adaptation. Illustrations of this practice are appended to the A. A. Code. The printed cards produced by the Library of Congress are made available for, and are extensively used by, American libraries in this way. The National Library of Wales and other libraries have their catalogue entries printed similarly for their own use. Upon this subject generally reference should be made to the article by the late

SHORT CATALOGUE-ENTRIES

Mr. W. R. B. Prideaux in the "Library Association Record," 1931, entitled "Cataloguing Rules and Card Printing."¹ Co-operative cataloguing in this country has not reached the stage where printed catalogue entries for all English modern books are available for purchase, and any efforts attempted commercially in this respect have hitherto met with no success. The recommendation of the Departmental Committee on Public Libraries (1927) for the establishment of a central cataloguing agency to supply catalogue cards for new publications to libraries throughout the country, as a most useful form of co-operative service, has not materialized.

Whether centralized National cataloguing should be adopted or not in this age of standardization is a moot point. There is a great risk in it of deadening uniformity, but libraries are no more likely to be exempt from the tendency to that "mechanization which threatens mental petrification" than any other institutions.

A practical shortened form of main-entry for Handy's book is possible, as:

HANDY, James Wm.

A history of England, to the reign of
Elizabeth. Illus. 1908

942

An entry of this kind would be suitable for a dictionary catalogue of the character just outlined. In a catalogue of this type it is unnecessary to denote

¹ "Library Association Record." Third Series, vol. 1, pp. 41-51.

omissions by the insertion of three dots (. . .), and in this particular instance the words "from the earliest times" are taken as understood and are omitted accordingly for reasons of economy. If it is desired to abbreviate the entry further we can substitute "to [1603]" for "to the reign of Elizabeth" without loss of information, even though it assumes a knowledge on the part of the reader of the date of Queen Elizabeth's death. If the example of the well-known "Catalogue of the London Library" be followed, the entry would read:

Handy, Jas. Wm. Hist. of Eng. to the
reign of Eliz. 8vo. 1908 942

though this contracted form of entry is not recommended for general use.

The collation and imprint have been omitted for the reason already stated. If it is considered helpful and desirable to indicate in all entries that the book is illustrated, and how, the word "Illus." (or "illus.") can be added, and if there are portraits and maps the words "ports." and "maps" are used, placed before the date of publication. This date should invariably be given and in each repeated entry. If the place of publication is to be stated it precedes the date, as "*Paris*, 1931." In English catalogues when London is the place of publication it may be taken as understood and omitted accordingly. There are certain recognized abbreviations for place-names when used in catalogues, as *Edin.*, *M'chester*, *L'pool*, and *B'ham*.

SHORT CATALOGUE-ENTRIES

To state the number of pages (the collation) contained in a book has a certain value towards estimating the extent of a work, yet it must be remembered that a small book can be increased in bulk by the use of large type well leaded and on pages with wide margins. Conversely, a large work may be condensed by close printing in small type; therefore, to give even an approximate idea of the exact extent of a book the size of type and the number of lines to a page should really be stated. In a catalogue of the kind we are now considering collation may be dispensed with in the interests of economy. Similarly, it may be assumed that books are of octavo size, or thereabouts, unless specified to the contrary; but when a work is of quarto or folio size it should be indicated in some way in the catalogue: "4to" or "q.," or "f°" or "f.," as the case may be, is usually added to the finding-number for the reason that books of these sizes are not generally shelved with the octavos and lesser sizes.

Choice has to be made of the most suitable subject-heading for the foregoing book. As shown by the index-entries for a classified catalogue (p. 138) there are several which are suitable. It is customary to speak of "English history"; therefore that heading commends itself and we enter the book thereunder. In making choice of appropriate headings it is permissible to select a colloquial rather than a literary form, if it is likely to be better understood and as headings are not limited to a single word. In subject or other subsidiary entries

further abbreviation can be obtained by reducing the author's Christian names to initials or in other small ways,—provided that such entries are regarded only as secondary and are intended to serve as guides to main-entries where fuller particulars can be found. Abridgement must not be so drastic as to hide the identity of the author of a book, or, as might be the case with regard to the book now under notice, the limit of the period covered.

Upon these lines the subject-entry is reduced to:

ENGLISH HISTORY.

Handy, J. W. History of England	
[to 1603]. 1908	942

Under this and similar headings it is essential to show the period covered by each book, especially when it is not a complete history, in this manner:

ENGLISH HISTORY.

Froude, J. A. History of England [1527–88].

Hume, D. History of England [to 1688].

Macaulay, Lord. History of England [1685–1702].

If we adhere to the principle of using a specific entry in the case of a history of a particular reign or the life of a monarch (say Queen Elizabeth) the book should be entered under the name of the monarch only and not under "English History," but there should be a "*See also*" connecting-reference as shown below. There can be no clear distinction between the lives of monarchs and the

SHORT CATALOGUE-ENTRIES

histories of their reigns, and for this purpose they are regarded as the same.

In order that the enquirer shall be guided to the chosen subject-heading it is necessary that references be given from all possible synonymous or alternative headings. These also serve to guard the cataloguer in his work, and prevent him from being in "two minds" on the matter, or placing books on the self-same subject under two or more headings. It must be clearly understood that a book should not be entered under one heading when there is already a direct reference to another. This is the purpose of the "*See*" reference as distinct from the "*See also*" one.

Desirable references accordingly will be:

British History. *See* English History.

England, History of. *See* English History.

Great Britain, History. *See* English History.

History of England. *See* English History.

Upon the supposition that a book relating to the history of a single reign or a particular period or event might be looked for under this general heading, the "*See also*" reference, usually placed at the end under the heading, would be after this manner:

ENGLISH HISTORY.

See also the names of monarchs, as Elizabeth, Henry VIII, and of events, as Norman Conquest, Crimean War, Indian Mutiny.

References of any kind must never be given in

anticipation but should be made at the time the volumes upon the particular subjects are in hand, otherwise they are apt to lead to a blank. Any duplicates of references already given can be eliminated at the time of sorting out the slips.

It must be noted that in this type of catalogue the general heading, "History," is reserved for books on history in general (universal history), or upon history in the abstract (philosophy, study, etc.). Histories of countries or places are put under the names of the countries or places. If these histories were grouped together the heading would become too large and cumbersome, and would thus defeat its purpose of ready reference even though nationally sub-divided: in short, it would thus become a class and not a subject and is therefore foreign to the nature of a dictionary catalogue with its principle of specific subject-entry. The point of view taken is that the book in question is not a work upon History but upon English History; that is to say, History with a distinct limitation.

The meaning of a specific (direct or definite) entry needs to be further emphasized. In a recent examination students entered Dale's "History and Antiquities of Harwich and Dovercourt" for the dictionary catalogue under "England: History," and also under "Antiquities: England," its exact subject of Harwich and Dovercourt being entirely ignored. Another candidate catalogued Jenkins' "History of the City of Exeter" under "Topography: Devonshire," with a reference from Exeter to Topography. These are

characteristic and common mistakes which display a want of understanding as to the real difference between classified and dictionary catalogues. In a dictionary catalogue the added entries for the first book should be under "Harwich" and "Dovercourt," and for the second under "Exeter," with "*See also*" references from "Essex" and "Devonshire" respectively. A history of Harwich is not a history of England or a work upon English antiquities; nor is a history of Exeter definitely a work upon the topography of Devonshire. "Cataloguing" of this description may mean that the use of a book is effectually lost to a library.

The inexperienced cataloguer needs to be warned also against attaching too much importance to particular words used in the titles of books and thereby overlooking the exact subjects. A heading such as "History" should not, on any account, include histories of philosophy, or of botany, or other such subjects, and its use should be limited, as already indicated. It is also necessary that great care be taken in the case of books with fanciful titles, such as "Fair Lusitania," "Gay Lutetia," "Beautiful Erin," "In Mona's Isle," and the like, which should all be ignored, the entries being recorded under Portugal, Paris, Ireland, and the Isle of Man, respectively. There are also works like Lord Esher's "Cloud-capp'd Towers," which consists of his reminiscences and opinions. The quotation used for the title of the work, being merely ornamental, does not denote the subject for cataloguing.

Save for the entry under the name of the author no other is required, unless it is considered advisable to add a title-entry under "Cloud-capp'd" upon the supposition that the title of the book is remembered and the author's name forgotten.

Biographies of individuals are at times unnecessarily entered under the names of countries. For instance, Clive, Outram, and Warren Hastings may be found entered under India; Joan of Arc and Richelieu under France; Parnell under Ireland, and so on. The possibilities of this are unlimited if carried out thoroughly, consistently, and logically. This must be regarded as impracticable in any form of catalogue, as it means that all lives of individual philosophers, divines, statesmen, soldiers, and the rest must receive added entries, besides those under the names of the authors and persons, under their professions and the countries with which they have been in any way identified. A "Life of Sir Everard Digby" has been entered under "History: England, Stuart Period" for the dictionary catalogue. This is to mistake the basic principles of cataloguing, as neither form of catalogue permits the biography of an individual, other than a monarch, to be placed under the heading of a country.

While directing attention to some common errors in cataloguing, the following examples may be cited in illustration of the difficulty experienced by some "cataloguers" in reversing the names of authors: they are taken from current printed lists of an important subscription library:

SHORT CATALOGUE-ENTRIES

- Boccaccio, The Life of Giovanni. A Biography by Thomas Caldecot Chubb.
Bey, The Story of Fergie. With a Foreword by Sir Reginald Wingate.
Greville, The Diaries of Col. The Hon. Robert Fulke. Ed. with notes by F. McKno Bladon.
Jackson, K.C.M.G., C.B., The Late Sir Frederick. Early days in East Africa.
Stewart, The Persecution of Mary. His Honour Sir Edward Parry.

The correct form of these entries, without changing their style (capitals, punctuation, etc.) or making any alteration in the information given, would be:

- Boccaccio, Giovanni, The Life of. A Biography, by Thomas Caldecot Chubb.
Fergie Bey, The Story of. With a Foreword by Sir Reginald Wingate.
Greville, Col. the Hon. Robert Fulke, The Diaries of. Ed., with notes, by F. McKno Bladon.
Jackson, Sir Frederick, K.C.M.G., C.B. Early days in East Africa.
Mary Stewart (Queen of Scots), The Persecution of. His Honour Sir Edward Parry.

Obviously, it is unnecessary to add "the late" to names of deceased authors, even when stated on the title-pages of their books.

The following is a list of some codes of cataloguing rules, all of which are worthy of careful study by the cataloguer:

Cataloguing rules, author and title entries, compiled by Committees of the American Library Association

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- and of the Library Association. 1908 (*The "Anglo-American Code."*)
- Rules for a dictionary catalogue, by Charles A. Cutter. 4th ed., rewritten. (U.S. Bureau of Education.) 1904.
- Eclectic card catalog rules, author and title entries, based on Dziatzko's "Instruction" compared with the rules of the British Museum, Cutter, Dewey, Perkins, and other authorities, by Klas August Linderfelt. 1890.
- British Museum. Rules for compiling the catalogues of the Department of Printed Books. 1927.
- Cambridge University Library. Rules for the catalogues of printed books, maps, and music. 1927.
- Compendious cataloguing rules for the author-catalogue of the Bodleian Library. 1923.
- Suggestions for the cataloguing of incunabula, by Henry Guppy, M.A., D.Ph. 1924. (Reprint 1932.)
- Comparative cataloguing rules: twenty points in ten codes briefly compared, by Theresa Hitchler. 1903.
- Cataloguing rules, by Dorkas Fellows. 1922. (A revision of cataloguing rules issued by the New York State Library in 1914.)
- Association des Bibliothécaires français. Règles générales proposées pour la rédaction des catalogues en vue de leur unification. 1929.
- Bibliotheca Apostolica Vaticana. Norme per il catalogo degli stampati. 1931.
- Instructionen für die alphabetischen Katalog der Preussischen Bibliotheken. 1908.

The following are of historical interest:

On the construction of catalogues of libraries and their publication by means of separate stereotyped titles; with rules and examples, by Charles C. Jewett. 1853. (This advocated uniformity for co-operative cataloguing in American libraries.)

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- The art of making catalogues of libraries, by A. Crestadoro. 1856. (Crestadoro was the first public librarian of Manchester.)
- San Francisco cataloguing for public libraries: a manual, by Fred B. Perkins, 1884.
- Library Association of the United Kingdom. Cataloguing rules, as revised, 1883. (The "Library Chronicle," vol. 2, pp. 25-28.) 1885.
- Instruction für die Ordnung der Titel im alphabetischen Zettelkatalog der Königlichen und Universitäts-Bibliothek zu Breslau, von Carl Dziatzko. 1886.

CHAPTER XIII

JOINT-AUTHORS

When two or more authors collaborate in the writing of a book the entry in the catalogue of the second or further authors demands consideration. The example of a book of this character already given (p. 45), when reduced to short-entry form, becomes:

JESSOP, C. M., and T. H. HAVELOCK.

Elementary mechanics. 4th ed. 1919

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A word of warning to the incautious cataloguer seems to be called for here with reference to the correctness of names. In this instance there is a possibility that one name might be converted into Jessopp or the other into Havelocke, as there are people so named. The competent observant cataloguer takes care to avoid such mistakes, trivial though they may appear to be. Mr. L. Stanley Jast, when President of the Library Association, in the course of an address on the qualities of a librarian, said, "But above all these he regarded the absolutely essential qualification of a good cataloguer to be accuracy,—not ordinary accuracy, but meticulous accuracy, necessary to any kind of library work. Those who lacked it constitutionally, or from laziness, should try politics or journalism."¹

¹ "Library Association Record." Third Series, vol. 1, p. 22.

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Where economy is important it is not always necessary to state the edition: usually the date of publication affords sufficient information, especially for scientific or technical works. Mere reprints of such works, without the slightest variation, too often appear as new editions, and with a later date on their title-pages. In examination papers students at times mark all entries, where the edition is not given on the title-page, as "[1st ed.]." Such a statement is likely to be incorrect, for most editions are first (and only) editions, and this is always understood unless the contrary is stated. When the book is a first or original edition of some literary masterpiece, or of a rarity or other collector's book, this can be stated by means of an annotation at the end of the entry.

In a classified catalogue the work now under consideration is placed at 531 (Science—Physics—Mechanics), and the index-entries are:

Mechanics, 531

Jessop, C. M., *etc.* Elementary mechanics. 531

Havelock, T. H. (*Joint-author*). JESSOP, C. M., *etc.*

Elementary mechanics, 531

In a dictionary catalogue the subject-entry and reference would be:

MECHANICS.

JESSOP, C. M., *etc.* Elementary mechanics. 1919

531

or if desired, though it is usually unnecessary, to name both authors in subordinate entries:

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MECHANICS.

JESSOP, C. M., and T. H. HAVELOCK. Elementary
mechanics. 1919 531

The reference from the second author is simplified, and the name of the book omitted, thus:

HAVELOCK, T. H. (*Joint-author*). See JESSOP, C. M.

In the event of the second author being the sole writer of another book already catalogued the reference becomes:

HAVELOCK, T. H.

—(*Joint-author.*) See also JESSOP, C. M.

The question of the extent to which subject-references should be given in a dictionary catalogue may perhaps be further examined, at the risk of repetition, because the matter is one of some importance. Cutter uses the term "syndetic" for that kind of catalogue "which binds its entries together by means of cross-references so as to form a whole, the references being made from the most comprehensive subject to those of the next lower degree of comprehensiveness, and from each of these to their subordinate subjects, and *vice versa*. These cross-references correspond to, and are a good substitute for, the arrangement of a systematic catalogue."

If this plan be followed, as it should be (for a
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dictionary catalogue without references is valueless so far as subjects are concerned), we need references in the present case from the larger headings, say:

PHYSICS.

See also MECHANICS.

ENGINEERING.

See also MECHANICS.

MACHINERY.

See also MECHANICS.

These "*See also*" references are only given in each instance upon the understanding that there are books upon the wider subjects already entered in the catalogue. It is customary, however, to write the cards for them at the time when the book in hand suggests their use, and the utmost care must be exercised in discarding them when sorting if it be found that there are no books upon the subject to which such reference is made. Cutter, in his definition of the term "syndetic," seemingly recommends references both ways and not in a descending scale alone. This he qualifies in another place by a definite rule to make "references *occasionally* from specific to general subjects." Experience has shown that, with few exceptions, references from the greater to the lesser suffice and sufficiently correlate most subjects. These should be given to such an extent that the enquirer may be satisfied that they are exhaustive so far as any particular subject is con-

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cerned. A geographical heading is here given to
show how this "descending scale" of "*See also*"
references works out in practice:

BALKAN STATES, THE.

*(Here follow the books relating to the Balkan States in
general.)*

See also YUGOSLAVIA.

YUGOSLAVIA.

(Limited to books on the new State in general.)

See also SERBIA.

SERBIA.

See also BELGRADE.

Taking next the further example of a book by
joint-authors, *viz.* Horsley and Sturge on Alcohol,
it will be seen that the references 2 and 3 on
page 56 contain so many particulars concerning
the volume that, with the addition of the classifica-
tion-symbol or other "location mark," they would
serve every purpose without the necessity of referring
to the main author-entry. The abbreviated author-
entry is:

HORSLEY, SIR VICTOR, and MARY D. STURGE.

Alcohol and the human body; with a chapter by
Arthur Newsholme. 1907.

In marking this for a classified catalogue an exami-
nation of the book shows that it is possible to place

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it in at least three classes according to the several points of view taken, *viz.* ethical, social, or physiological. This is as much a matter of classification as of cataloguing, although it concerns both for this type of catalogue. The book is more distinctly a contribution to the temperance question viewed from the medical aspect with a leaning towards abstinence, showing the ill-effects of alcohol on the human system. Although the book itself can have but one place on the shelves, it needs, in a classified catalogue, entries in several places,—one at 615·711 (Drugs, stimulants, alcohol); another at 178·1 (Ethics, temperance, use of intoxicating liquors); and probably a further one at 613·81 (Hygiene of nervous system, alcohol). The index-entries can be limited to one of these, as:

Alcohol, 615·711

Temperance, 178·1

See also Alcohol, 615·711

Horsley Sir V., *etc.* Alcohol and the human body,
615·711

Sturge, M. D. (*Joint-author*), Horsley, Sir V., *etc.*
Alcohol and the human body, 615·711

In this instance it is doubtful whether the chapter by the third writer is of sufficient importance to require an index-entry.

The necessary entries of this book for a dictionary catalogue do not present the same difficulty as they are clear and direct. Thus:

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HORSLEY, SIR VICTOR, and MARY D. STURGE.

Alcohol and the human body. 1907 615.711

STURGE, MARY D. (*Joint-author*). See HORSLEY, SIR VICTOR.

ALCOHOL.

HORSLEY, SIR V., *etc.* Alcohol and the human body.
1907 615.711

If this entry were the only one on the subject and the catalogue was being printed, the entry could be reduced to a subject title-entry, since it is considered that a "heading" is not required unless there are two or more books under it, as:

Alcohol and the human body. HORSLEY, SIR V., *etc.*
1907 615.711

The subject references in this case would be:

TEMPERANCE.

See also ALCOHOL.

PHYSIOLOGY.

See also ALCOHOL

If a library had a collection of books on the temperance question in its various phases, some advocating total abstinence, some moderate drinking, and others upon the social and political problems connected therewith, such as Prohibition, Local Option, etc., these books could be conveniently and satisfactorily

grouped under a single heading, say "Temperance Question," with references to it from any terms used in the titles of the books, as Alcoholism, Drink Problem, Intemperance, Intoxicating Liquors, Licensing Reform, Liquor Traffic, Prohibition, Public Houses, etc. Although this method is not strictly in accordance with the rule for specific entry, it is at times better than dispersing books, virtually upon the selfsame subject viewed from different aspects, under various headings throughout the catalogue. It is even possible under such a general heading to indicate by suitable sub-division the bias of a book. There are, however, not many subjects that lend themselves satisfactorily to this mode of treatment and there will be difficulty in judging to what extent this plan of concentrating books can be adopted without violating the first principles of dictionary cataloguing.

Composite works by more than two authors present some difficulty, and each book has to be considered individually. If the sections of such a work bear the names of contributors, and especially if each section has a distinctive title, then it is easy to dissect them under the rules for analytical entries (*A.A. Rule 170*). The book already chosen for illustration bears no indication of this kind upon it, and, in consequence, it is something of a problem, particularly for a short-entry catalogue. The customary method is to enter under the name first mentioned on the title-page, followed by "*and others,*" as:

A MANUAL OF CATALOGUING AND INDEXING

HARVEY, JOHN, and others.

Competition: a study in human motive, written for
"The Collegium." 1917.

This somewhat summary method of treatment may hide a person of importance, as it does here, for one of the contributors is the present Archbishop of York. This can be met by following the A.A. Rule (2) to set out the writers' names, if more than three, in the form of a note or annotation written under the catalogue-entry, *viz.*:

The other authors are Malcolm Spencer, J. St. G. C. Heath, William Temple (now Archbishop of York), and Herbert G. Wood.

To do this enables all the names to be included separately in the index to a classified catalogue, as:

Temple, William, *Archbp. (Joint-author)*, Harvey, J., *etc.* Competition.

and the references can be given from each name in the dictionary catalogue:

WOOD, HERBERT G. (*Joint-author*).

See HARVEY, John.

There is nothing on this title-page to indicate whether "The Collegium" is a periodical or a society. The introduction, however, informs us that it was a coterie or group of friends who made an experiment in group-authorship by meeting together for discussion and judgment, and dissolved after embodying

JOINT-AUTHORS

the results of their deliberations in this work. Under these circumstances it is desirable to give a title-entry in the dictionary catalogue, as follows:

Collegium, The. Competition: a study in human motives. Harvey, J., *etc.* 1917 261.6

The subject of the book is the relationship of Christian principles to social problems; more particularly the evil results of what is known as the "competitive system." The volume requires careful consideration concerning its place of classification, *i.e.* whether Ethical, Religious, or Sociological. So many books of late years have appeared upon this subject that they form a group under the Dewey division 261.6 ("Religion—Church and civilization"), and this seems to be the most appropriate place, though the section 331 (Economics—Labour and labourers—Employers—Capital) has much to be said for it.

The further index-entries accordingly would be:

Christianity and the Social Question, 261.6
Church and the Social Question, 261.6
Social Question, The, Church and, 261.6
Collegium, The. Competition. Harvey, J., *etc.*, 261.6
Competitive System, The Church and the, 261.6

This book, by its nature, also opens out possibilities for choice of several subject-headings in the dictionary catalogue. The most direct and appropriate would be:

A MANUAL OF CATALOGUING AND INDEXING
SOCIAL QUESTION, THE.

HARVEY, J., *etc.* Competition: a study in human motives. 1917 261.6

with references from:

Christianity and the social question. *See* SOCIAL QUESTION, THE.

Church, The, and the social question. *See* SOCIAL QUESTION, THE.

ECONOMICS.

See also SOCIAL QUESTION.

If there were in the library other works on the competitive system definitely, this book should be included with them under the specific heading for that subject, and the latter reference changed to:

ECONOMICS.

See also COMPETITIVE SYSTEM.

Such terms as Political Economy, Natural Philosophy, and a few others have virtually become obsolete by disuse. To prevent any possible mistake they may have references given, as:

Political Economy. *See* ECONOMICS.

Natural Philosophy. *See* PHYSICS.

A competent cataloguer will keep himself posted regarding changes in terminology, if only for the purpose of preventing books upon the selfsame subject being divided under different headings.

CATALOGUING FICTION

The general question of the use of pseudonyms in catalogues when authors' real names are known, especially in the case of works of fiction, is one of some perplexity. As a rule the more convenient practice, particularly when there is a separate catalogue of fiction, is to enter under the pseudonym, even when the cataloguer is aware of the real name. The reason for this is that the name by which an author is known, or spoken of, is the one more likely to be remembered. The implication of the A.A. Rules on this subject is that the entry is to be made under the real name when ascertained with certainty. If this rule were rigidly followed the works by Michael Arlen would appear under his real name of Dikran Konyoumdjian. The B.M. rule is to enter under the pseudonym even when the author's real name is known. There is, accordingly, sufficient authority for the adoption of either rule, though not of both in the same catalogue if it can be avoided. This does not mean that a rule having been adopted must be adhered to without variation when it can be varied with reason and discretion to meet a particular case. As Cutter puts it, "A large library and a library used mainly by scholars may very properly show a preference for the real name: a town library will do well to freely choose the names

by which authors are popularly known." In some instances the real name may be the one more widely known.

There are several cases where authors have published books under one or two pseudonyms and under their real names also. The late Mrs. Lily Adams Beck, for example, wrote her biographical novels under the name of "E. Barrington," some of her romances under her maiden name of Moresby, as "Louis Moresby," and books of travel, and some of her romances, under her married name. Obviously it is undesirable to divide the works by one author by putting them under three separate names and in different places in a single catalogue. Another instance of the use of two pseudonyms is that of "Marjorie Bowen," who produced historical novels under this name and other romances and plays under that of "George Runnell Preedy." Her maiden name was Gabrielle Margaret Campbell; she was first married to Z. Emilio Costanzo, and afterwards to Arthur L. Long. The cataloguer's problem is to choose the best name under which to centre her books to bring them together. Here one of the pseudonyms is to be selected because she has not published any books under her real names, nor is she known by any of them. Directing references to the name chosen must be given. It is a simple matter and good arrangement to keep books written under each pseudonym separate under the name-heading chosen, thereby denoting the difference:

CATALOGUING FICTION

"BOWEN, MARJORIE" (GABRIELLE M. LONG).

The Viper of Milan: a romance of Lombardy.

—William by the Grace of God—.

—"GEORGE R. PREEDY.") General Crack.

—The Rocklitz.

Other authors, besides Mrs. Beck, have written both under their real names and under pseudonyms, as John M. Watson ("Ian Maclaren"), William Sharp ("Fiona Macleod"), James O. Hannay ("George A. Birmingham"). Where books bearing both forms of names are to be entered in a single catalogue there is no alternative but to enter under the real names with references from the pseudonyms. In a separate catalogue of fiction, however, entry under the pseudonym is advisable on account of the fact that these authors published their works of fiction under pseudonyms, and non-fiction under their real names.

Women authors who change their names by marriage require special consideration, and more especially if they have published under two or more names. The American rule is to use the latest name, whereas the British rule recommends entry under the earlier name if it has been used in books written before marriage. A compromise between these two rules can be reached by recommending the use of the better known, or more frequently used, name when there is any choice. Mrs. Sidney Webb is not now referred to as Beatrice Potter, and in any case the books written by herself and her husband in collaboration would not be entered under

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WEBB, SIDNEY, and BEATRICE POTTER.

but as

WEBB, SIDNEY and BEATRICE.

Whether she will in future be known as Lady Passfield remains doubtful, as she has declared that she does not intend to use her title. This is an exceptional case, but if the cataloguer respects her wishes in this the entry will be:

PASSFIELD, LORD (SIDNEY WEBB), and BEATRICE
(MRS. SIDNEY) WEBB.

There are women writers who have consistently kept to the use of their maiden names as authors, and these names should be adopted for entries, with their married names added in parentheses, as:

TYNAN, KATHARINE (MRS. H. A. HINKSON).
MANSFIELD, KATHERINE (MRS. MIDDLETON MURRY).
SMITH, SHEILA KAYE- (MRS. T. P. FRY).

Others, again, are better known by their married names: Mrs. Humphry Ward¹ is always so named, and not as Mary A. Arnold. In cases of doubt the extent to which the names are used by the writers themselves on the title-pages of their books should help to decide which is the better name for the entry.

¹ At the risk of repetition another hint may be given as to the need for exactness in giving names. In a recent examination the candidates, with few exceptions, gave the name as Mrs. Humphrey Ward. An observant cataloguer notes such small variations and would not write Mrs. Middleton Murray or Harold Nicholson.

CATALOGUING FICTION

In a dictionary catalogue it is customary to provide entries for works of fiction under the first word of the title of a book, other than "a," "an," "the," after this manner:

Viper of Milan, The. Bowen, M.

If fiction is included as a section of a classified catalogue, and it is considered desirable to give these title-entries, they are better interspersed among the author-entries, or separately under the class, instead of adding them to the index. This is upon the assumption that all the fiction section is in one alphabetical sequence, and is not arranged by periods and individual authors. As a rule these title-entries are seldom wanted, and if economy is important they may be dispensed with. A separate card catalogue of such entries may be kept for reference.

It will be observed that dates of publication have been omitted from the entries of these works of fiction. This arises from the fact that catalogues of fiction are only required for the lending departments of the public libraries and the dates are of no consequence; moreover they are constantly changing as books become worn out and are replaced by other copies of different dates or without dates. When special editions of standard or other works of fiction of permanent value are placed in a library for preservation and reference the dates should be given, together with any other necessary details.

The cataloguing of works of fiction under subjects, if they are written with a purpose, has sometimes been advocated. A novel may be a valuable picture of an historical event,—such as are many of the recent war stories (a literature in themselves); or of a particular period; or it may be a contribution to the understanding of the character of a real personage. It may reveal clearly the characteristics and life of a particular country, place, or religion; it may advocate some social or political reform, or it may be an important piece of propaganda, political or otherwise. As Thackeray writes: "I take up a volume of Dr. Smollett or a volume of 'The Spectator' and say the fiction carries a greater amount of truth in solution than the volume which purports to be all true. Out of the fictitious book I get the expression of the life of the time; of the manners, of the movement, of the dress, the pleasures, the laughter, the ridicules of society—the old times live again, and I travel in the old country of England. Can the heaviest historian do more for me?" Lord Esher says: "So far it is to the novelist and not the biographer that the wise reader looks for a picture of life as it really is."

If this subject be viewed from the cataloguer's standpoint, and also as to its value as an aid to readers, there is much to be said both for and against the proposal. There is no difficulty in naming many novels of importance in this respect. Such are, for example, Quiller-Couch's "Hetty Wesley," Barrington's "Glorious Apollo," Defoe's "Journal of the

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Plague Year" (if it is treated as a work of fiction), or Manning's "Household of Sir Thomas More." When Thompson's "An Indian Day" appeared a reviewer wrote of it that "although put in the form of a novel, this interesting book is really more a study of modern Indian unrest than it is a work of fiction . . . the book is an important contribution to our understanding of the Indian problem."

On the whole, however, novels are not usually regarded as serious contributions to any subject, and only in rare cases do they warrant consideration from the cataloguer as to whether they are worthy of a subject-entry or not. It is best to regard them, officially, for what they purport to be—works of imagination. If they are given subject-entries they should be clearly marked by a special sub-division under the appropriate heading as works of fiction bearing upon the subject. The proportion of novels that might lend themselves to this treatment is overwhelming, and it would involve the careful reading of them for the purpose, thereby adding to existing cataloguers' worries. If carried out thoroughly the ultimate result would probably be a medley of literature of more than questionable value, although to some extent it may be justified by rule, Cutter's 186 being: "Enter works of fiction, dramas, poems under subjects which they illustrate." He qualifies this somewhat by a note that "Most novels have not enough illustrative value to justify this," etc. It is usually found sufficient to rely

A MANUAL OF CATALOGUING AND INDEXING
upon Dr. Baker's "Guide to Historical Fiction,"¹
Buckley and Williams' "Guide to British Historical
Fiction," Nield's "Guide to the best Historical
Novels," and similar compilations to meet the
occasional demand for cataloguing information con-
cerning novels of this character.

The cataloguer should be on his guard against
treating as serious books those works of fiction
with the names of real historical personages in the
titles, and disguised in get up by being produced
in large octavo with portraits or other authoritative
illustrations. Their real nature is liable to be over-
looked in consequence of this verisimilitude.

Adaptations of the works of standard authors,
mostly prepared for young readers, offer some
difficulty. Much depends upon the extent of the
alterations to the original author's work. It may be
a paraphrase giving the sense of the original, or the
story may be retold in entirely different language,
or may be a linking together of passages sufficient
to show the quality of the original, or simply an
epitome or outline,—all being mainly intended as
introductions to the author so treated. In all these
cases the original author mostly takes the primary
place and the adaptor is regarded as an editor.
Alternatively two main-entries can be given. An
example of this type of book is:

Stories from Waverley for children, from the original
of Sir Walter Scott, by HARRIET GASSIOT (MRS. A.
BARTON). 5th ed. 1902.

¹ A new edition of this work is in preparation. Baker and Packman's
"Guide to the best Fiction" (1932) is important in this respect.

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In this book five of the Waverley novels are retold in outline without employing Sir Walter Scott's language, therefore the book is original enough to justify a second author-entry, as:

SCOTT, SIR WALTER.

Stories from Waverley for children, by Harriet
Gassiot (Mrs. A. Barton) 823.73

GASSIOT, HARRIET (MRS. A. BARTON).

Stories from Waverley for children, from the original
of Sir Walter Scott 823.73

Contains: Ivanhoe, The monastery, The abbot,
Quentin Durward, Rob Roy, The talisman.

BARTON, MRS. A. *See* GASSIOT, HARRIET.

Continuations and completions are to be taken into account in cataloguing if they are of sufficient importance to rank the writers as joint-authors, the main-entry being given under the name of the original author. Some are not of sufficient importance to warrant this course, as, for example:

CURWOOD, JAMES OLIVER.

Green timber; completed by Dorothea A. Bryant.

The preface to this book states that the entire story was planned and a substantial portion of it finished at the time of its writer's death; therefore the completion is not an essential part of its construction, nor is it sufficiently important to call for an entry under Bryant. The statement of its completion, given under the author's name as above, meets the case.

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When novels are intended to be read in a particular order the sequence can be shown either by annotation or by numbering the order of reading as:

DUMAS, ALEXANDRE. The Valois romances—

- (1) Marguerite de Valois.
- (2) Chicot the jester.
- (3) The forty-five guardsmen.

MACKENZIE, COMPTON.

- (1) The altar steps.
- (2) The parson's daughter.
- (3) The heavenly ladder.

The alphabetical order gives place to the numbered sequence in these instances.

An excellent guide to sequels is "Sequel Stories, English and American," by Thomas Aldred. 2nd ed. by W. H. Parker, with a foreword by Hugh Walpole. 1928.

NAMES AND HEADINGS

The A.A. Rules relating to entry of noblemen under their titles or their family names show a difference of opinion, as has already been indicated. It might be supposed that the United States, being a republic, would recommend the family name and our own country adopt titles, whereas the opposite is the case. The American rule is to enter under the latest titles, except in the few instances where authors are better known by their family names or by a previous title, Francis Bacon and Horace Walpole being cited as instances of such exceptions. When making this choice the cataloguer should consider the nature and purpose of the catalogue which he is compiling, though it must be admitted that entry under title is usually found to be more convenient to the general public. Cutter justifies this by asserting that "authors should be put under their names. The definition of a name is 'that by which a person or thing is known.' Noblemen are known by their titles, not by their family names." If we adopt this method we get, in reduced form,

DEVONSHIRE, *8th Duke of.*

and the reference under Cavendish might be dispensed with. If the British Museum and Library

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Association rules of entry be adhered to, the name becomes,

CAVENDISH, SPENCER COMPTON, *8th Duke of Devonshire.*

and the essential reference,

DEVONSHIRE, *8th Duke of.* See CAVENDISH, SPENCER
COMPTON.

The "Dictionary of National Biography" follows the latter course, and for most noblemen this involves two references to trace a person, when in the ordinary way one might suffice. People are not accustomed to look under Cavendish or Howard for the Dukes of Devonshire or Norfolk, or Primrose for the Earls of Rosebery. There is so recent an example as the late Earl of Birkenhead, who is not now thought of or spoken of as F. E. Smith. So few noblemen are known by their family names that the use of such patronymics for entries in a catalogue involves a search unless the title is a new creation.

In this connection the B.M. Rule (15) on social distinctions, with its list of examples, should be studied, and notice should *inter alia* be taken of the fact that ecclesiastical titles below the rank of a dean are ignored.

In such a well-known example as Lord Macaulay's work the name may be simplified to that of ordinary colloquial usage in the class of catalogue we are here considering, at any rate so far as barons are

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concerned (all ranks of the peerage above that can be stated in the main-entry), thus:

MACAULAY, LORD.

The lays of Ancient Rome, and other poems; ed.,
with intro. and notes, by J. H. Flather. 1928

821.89

Where family names instead of place-names are chosen by a person upon his elevation to the peerage, as in the cases of Lord Morley, Lord Courtney, Viscount Snowden, there is no doubt or difficulty in deciding on the form of entry, and references are seldom required. Care is needed with titles like those of the Earls Cadogan or De la Warr, who are frequently given as the Earls of Cadogan or of De La Warr. Bertrand Russell is not the Earl of Russell but Earl Russell.

Whether references are necessary from the names of all editors is doubtful, as the "editing" often consists merely of seeing a reprint through the press. Where the editing is more elaborate, and is therefore worth noting, a reference is desirable, as:

FLATHER, J. H. (*Ed.*) See MACAULAY, LORD.

In a "short" catalogue, and as a measure of economy, there is no occasion to give references from the names of translators, because in many instances the work is that of a professional translator employed for the purpose, whose name (when given) is likely to be found on a number of title-pages. Translators need

not always be named in the main author-entries except in those cases where there are several translators and it becomes necessary to distinguish between them. This statement does not, of course, apply to translations of the classics or to any other translations in which the translator is, at any rate from the cataloguer's point of view, of equal importance with the original author, as Dryden's Virgil, Pope's Homer, or Professor Gilbert Murray's metrical renderings of the Greek classics. In these and similar cases double entries, rather than references, are essential.

For cataloguing purposes it is not necessary to distinguish between a baronet and a knight, as folk do not consult catalogues for such information. We can, therefore, as an economy, conveniently omit the "Bart." from the Scott item, and it becomes simply:

SCOTT, SIR WALTER.

Marmion: a tale of Flodden Field; ed. by J. Howard
B. Masterman. 1921 821.74

While Scott's poetical works fall into place in one section of the classified catalogue and the Waverley novels into another, there can be no mistake as to the difference. In the dictionary catalogue, however, there is a likelihood that an uninformed person would suppose the above book to be one of the novels owing to its sub-title. To obviate any such confusion, where all Scott's works come together in a single list the poetical works could be set out separately

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from the novels, and his other works from both. Assuming that there are other volumes of Scott's poems or his collected works in the classified catalogue they are adequately covered by one item in the index:

Scott, Sir Walter. Poetical works, 821·74

with another entry for the editor if his share in the book is considered sufficient to warrant it:

Masterman, J. H. B. (*Ed.*) Marmion, by Sir W. Scott,
821·74

In the dictionary catalogue a reference from the editor to the author is required.

Whether works so well known as those by Macaulay or Scott need title-entries in the index or similar entries in a dictionary catalogue is questionable. Such entries are given because it is supposed that some readers will know or remember the title of a book without knowing the name of its author. This applies more to little-known books, and mostly to works of fiction. If given, the index-entries would be:

Lays of Ancient Rome. Macaulay, Lord, 821·89
Marmion. Scott, Sir Walter, 821·74

Title-entries for a dictionary catalogue would be similar, with the dates of publication added.

It will be observed that neither of the above books receives an entry under a heading of "Poetry"

or "Poetical Works." A heading of that character is known as a "form-entry," or entry under the kind of literature to which a book belongs, as poetry, drama, essays, fiction, letters, etc. Each of these groups has its place in the "Literature" class in the classified catalogue, but no proper place in the dictionary catalogue. They may be imported into a dictionary catalogue, in which case they virtually become catalogues within a catalogue, but they are unnecessary because author- and title-entries of books belonging to these classes are adequate for all reasonable purposes. Any difficulty which arises is met by references of this kind:

POEMS. POETICAL WORKS. *For works bearing these general titles, see under the authors' names.*

The rule is to make a form-entry for *collections* of works in any form of literature, and this rule confines itself to such collections. An alternative is to include under such a form-heading references to all authors contained in the catalogue who have written poetry, but this becomes a long list of doubtful value. It may be taken for granted that so far as poetry is concerned the users of the catalogue know the names of the poets they want. The same applies to works of fiction, but in this case the difficulty is solved by a separate catalogue of fiction.

Under these circumstances the heading "Poetry" is limited to anthologies or collections, generally with a national sub-division, and, in a separate sub-section, to books upon the art of poetry, *e.g.*

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versification, metre, prosody, etc., with a further and separate heading "Poets and Poetry," limited to critical and biographical miscellanea upon poets or poetry *in general*. This should not include anything dealing with the life or work of any particular individual, as that is relegated to its precise place under his name.

The volume of visitation sermons (p. 79) by Archbishop Benson is worked out upon the following lines:

BENSON, EDWARD WHITE, *Archbp.*

Christ and His times [visitation addresses]. 1889

252·1

It is of interest to note how this work is dealt with in the "London Library Catalogue," *viz.*:

BENSON (EDWARD WHITE), *Abp. of Canterbury*.

Xt. & H. times.

s8° 1889

This is much too contracted for popular use.

The index-entries to this book for a classified catalogue are:

Benson, E. W., *Archbp.* Christ and His times, 252·1

Christ and His times. Benson, E. W. 252·1

For a dictionary catalogue the actual subject of the work must be taken into consideration as it governs the nature of the entry. The title covers a series of general addresses or sermons, and therefore the book

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does not go under the general subject-heading of
"Christ," but receives, instead, a title-entry:

Christ and His times [visitation addresses]. Benson,
E. W. 1898 252.1

The author's name in this subordinate entry is reduced, by the omission of his full name and title, to one sufficient to identify the book, and the name is reversed to direct readers to the author-entry, where further details are to be found. Following this principle the "Subject-Index of the London Library" (1909) gives this work, under a heading "Christianity (Personal) and Devotional Works," as:

Benson, E. W. Christ & h. times. 1889

Had the book borne directly upon the life, times, or teaching of Jesus Christ it would be placed under the general heading accordingly. That heading calls for suitable sub-divisions, to indicate to some degree the nature of the books thereunder. The following are taken from the catalogue of a municipal library, and may be offered by way of suggestion:

CHRIST—

Lives of Christ.

The Incarnation. Messiah.

The Passion. Crucifixion. Resurrection.

Divinity.

The Atonement.

Critical.

Devotional. Miscellaneous.

CHAPTER XVI

ANONYMOUS WORKS

Although the proportion of anonymous books in the majority of libraries is slight such books are troublesome to the cataloguer. Instead of entering them under the first words of their title it is better to follow the B.M. Rule which provides for entry under the name of a person, collective body, institution, place, or object bearing a proper name. This, as the A.A. Rule 112 points out, is usually the subject-entry in the dictionary catalogue. Examples are appended to the B.M. Rule, which is a practical one, though for very exact bibliographical purposes, or for the purpose of tracing an author after the method of Halkett and Laing,¹ the first-word entry has its uses.

Upon these lines the examples previously given are catalogued as follows:

Recreations of a country parson, The, by [A. K. H.
BOYD]. 2nd ser. 1865 824.89

The author's name being known with certainty, the main-entry is therefore given under it:

¹ Dictionary of Anonymous and Pseudonymous English Literature, by Samuel Halkett and James Laing. New and enlarged edition, by James Kennedy and others. 6 v. *Edinburgh*, 1926-32.

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BOYD, ANDREW K. H. ("A. K. H. B.")

The recreations of a country parson. 2nd ser. 1865
824.89

As this writer published other books under his initials, a reference therefrom will also be required:

B., A. K. H. *See* BOYD, ANDREW K. H.

and, if the A.A. Rule 115 be followed, a further reference:

A. K. H. B. *See* BOYD, ANDREW K. H.

Under the B.M. Rule 12 the first of these only would be given and is sufficient.

When arranging initials in alphabetical order they take precedence of all *words*: those commencing with the letters B and A respectively are not treated as Bakh or Akhb.

In the other anonymous book (p. 62),

Letters to my unknown friends, by a Lady. 2nd ed.
1848 826

there is the possibility of regarding "A Lady" as a pseudonym, although this, as in the case of "A Country Parson," is somewhat too general in character to be so regarded, and these accordingly come under the rules for anonymous books. Consequently, no other entry is required for either form of catalogue unless the letters relate to some subject. In that case the book would be classified in the one instance and have a subject-entry in the other.

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Occasionally in catalogues all anonymous books are found grouped together under the heading "Anon." This is unmeaning and false in principle, and should be avoided.

The "Daily News" war book comes into a different category and is not strictly anonymous as the newspaper is responsible for its publication and so takes its place as the main-entry, being the substitute for an author. It comes under the A.A. Rule (122) for extracts from periodicals, and is therefore entered as:

Daily News, The. War correspondence, 1877; with
a connecting narrative forming a continuous history
of the War between Russia and Turkey. 1878
947·08

This book relates to the history of both the countries involved in the war and consequently it is desirable to give entries in both places in a classified catalogue. The index-entries would accordingly be:

Daily News War correspondence, 1877 (Russo-Turkish
War), 947·08
Russo-Turkish War, 1877, 947·08
Russia. History, 947
Turkey. History, 949·6
Russo-Turkish War, 1877, 947·08

In a dictionary catalogue the subject-entry would be:

RUSSO-TURKISH WAR, 1877.
Daily News, The. War correspondence, with a
connecting narrative. 1878
947·08
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and the references:

RUSSIA.

History.

See also RUSSO-TURKISH WAR, 1877.

TURKEY.

History.

See also RUSSO-TURKISH WAR, 1877.

The book upon the proving of wills can be taken either as anonymous or pseudonymous, though the obvious intention of the writer was to remain unknown except in so far as his official standing marked him as an authority on the subject. As an anonymous work a sufficient entry would be:

Wills. A few hints as to proving wills, *etc.*, without professional assistance, by a Probate Court Official.
13th ed., revised. [1894] 347·6

with these index-entries for a classified catalogue:

Probate Court Official. Proving wills, 347·6
Wills, 347·6

If treated as a pseudonym, and it is a doubtful case, the entry becomes:

PROBATE COURT OFFICIAL, A, *pseud.*

A few hints as to proving wills, *etc.*, without professional assistance. 13th ed., revised. [1894]

347·6

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The subject-entry would be:

WILLS.

PROBATE COURT OFFICIAL. A few hints on proving wills, etc. [1894] 347·6

Books with pseudonyms which consist of phrases, as "A Gentleman with a duster," "One who has done it," or anything other than a name, are better treated as anonymous works when the author is unknown.

In the above book the date of publication is enclosed in brackets as this information is not on the face but on the back of the title-page. As there has been during recent years an increasing tendency on the part of publishers to date books in this way the two methods may reasonably be considered as the same and the difference be disregarded by omitting the brackets or parentheses. If literal exactitude is held to be important they can be retained as shown.

Another method of indicating that a name is a pseudonym is to enclose it within inverted commas. This method is effective because it is better understood and is commonly used apart from catalogues:

"FAIRMAN; FRANK" (THEODORE R. WRIGHT).

The principles of socialism made plain and objections, methods, and quack remedies for poverty considered; with a preface by William Morris.
1888 335

This entry under the pseudonym is the opposite of
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that demonstrated in Chapter V and is here given
as an alternative. In this case where the real name
of the author is known definitely main-entry under
the real name is better.

The index-entries for a classified catalogue should
take note of both names:

"Fairman, Frank." Principles of socialism, 335
Wright, Theodore R. ("Frank Fairman"). Principles
of socialism, 335
Socialism, 335

and the subject-entry and reference for a dictionary
catalogue:

SOCIALISM.

"FAIRMAN, F." The principles of socialism made
plain. 1888 335

the reference being:

WRIGHT, THEODORE R. *See* "FAIRMAN, FRANK."

It depends upon the nature and extent of the preface
to this book by William Morris whether an entry
under his name is required or not. If it is a brief
prefatory note commending the book the mention
of it in the main-entry is adequate; a more elaborate
preface demands a reference to cover it. If it runs
to a number of pages the cataloguer must use his
judgment in the matter.

What has already been said concerning phrase
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pseudonyms is applicable to the next example. Treating it as anonymous the entry becomes:

GERMANY.

The German Empire of to-day: outlines of its formation and development, by VERITAS. Map. 1902 943

Though the name is indefinite this is a borderline case, and if "Veritas" be taken as a pseudonym it would be equally correct:

"VERITAS."

The German Empire of to-day: outlines of its formation and development. Map. 1902 943

The index-entries would be:

Germany, 943

"Veritas." The German Empire of to-day, 943

For a dictionary catalogue the anonymous entry under Germany, as first given above, covers the book. If treated as a pseudonym the subject-entry would be:

GERMANY.

"VERITAS." The German Empire of to-day. 1902 943

It is necessary to exercise caution in attributing the authorship of anonymous books although the source of information is apparently authoritative:

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surmise is not sufficient. The same caution must be exercised regarding real names covered by pseudonyms. At one time this particular book was attributed to William T. Arnold, though his widow repudiated it. Errors of ascription are not unknown in the earlier edition of Halkett and Laing, and that edition is not altogether reliable.

The following example illustrates the difficulty which assails the cataloguer in this respect:

The Greatest of all the Plantagenets: an historical
sketch. London, *Bentley*, 1860 942·035

In the book itself there is no clue to the author. The early edition of Halkett and Laing gave the author as Edmund Clifford, which *seemed* conclusive, but in the "London Library Catalogue" the work is attributed to Robert Benton Seeley. This is confirmed by the British Museum Catalogue, and may be accepted as authoritative. The entry, accordingly, is given in that form:

[SEELEY, ROBERT B.]

The greatest of all the Plantagenets: an historical
sketch. 1860 942·035

with the subject-entry, for a dictionary catalogue:

EDWARD I.

SEELEY, R. B. The greatest of all the Plantagenets.
1860 942·035
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In sub-entries it is unnecessary to repeat the square brackets for added matter, though it is more correct to do so if literal exactness is of importance. If the author had not been ascertained, the usual first-word entry could be given in addition to the subject-entry:

Greatest of all the Plantagenets, The: an historical
 sketch. 1860 942.035

In addition to the new edition of Halkett and Laing, the following works are desirable for reference in connection with anonymous books:

- Cushing, William. Initials and pseudonyms: a dictionary of literary disguises. 1886.
- Cushing, William. Anonyms: a dictionary of revealed authorship. 2 v. 1890.
- Barbier, A. A. Dictionnaire des ouvrages anonymes. 3e éd., revue et augmentée par O. Barbier, R. et P. Billard. 4 v. *Paris*, 1872-79.
- Petterson, Hjalmar. Norsk Anonym- og Pseudonym Lexikon. Dictionary of anonyms and pseudonyms in Norwegian Literature. *Kristiana*, 1924.
- Holzmann, Michael, and Hanns Bohatta. Deutsches Anonymen-Lexikon, 1509-[1926]. v. 1-7. *Weimar*, 1902-28.
- Holzmann, Michael, and Hanns Bohatta. Deutsches Pseudonymen-Lexikon. *Wien u. Leipzig*, 1906.

CHAPTER XVII

VARIOUS FORMS OF NAMES

There are several other varieties of names which demand consideration beyond those already given. Among them are those of persons who compound their names or appear to do so, and there are others who, having written some books under one name, change to another, both forms appearing on their works and so creating a possibility of their being mistaken for different authors. These difficulties are not wholly solved by the A.A. Rules as there is a difference of opinion and of practice thereon. The British rule of adhering to the earlier form of name is probably the easiest to follow, though the American instruction to enter under the later form (*Rule 40*) unless the earlier is decidedly better known, has much to be said in its favour.

Where people have surnames that are common—not in any invidious sense—as Smith, Brown, and Robinson, there is a tendency on the part of the holders to qualify them, probably for distinguishing purposes, by emphasizing some middle part of the name, as L. Pearsall Smith, P. Hume Brown, D. Lloyd George, R. B. Cunninghame Graham. Such instances need enquiry and judgment on the part of the cataloguer to ascertain the correct form of name for entry. The modern tendency is gradually to compound such names, and eventually to add a

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hyphen to them. When in doubt it is desirable to give a guiding reference:

BAYLEY, A. M. C. CLIVE. *See* CLIVE-BAYLEY, A. M. C.

or, alternatively if the last name is adopted for the entry:

CLIVE-BAYLEY, A. M. C. *See* BAYLEY, A. M. C. CLIVE.

Whatever doubt there may be with regard to English names of this type, there is none with foreign names. The following examples show the form of entry:

EBNER-ESCHENBACH, MARIE VON.

BASTIEN-LEPAGE, JULES.

DU BOIS-REYMOND, EMIL.

MERLE d'AUBIGNÉ, Jean H.

VERDY DU VERNOIS, JULIUS VON

VIOLLET-LE-DUC, EUGÈNE.

These foreign names rarely need a reference from any other part of the name.

In the case of names definitely changed the British rule recommends entry under the first form of the name, as H. C. Lukach, now Luke; Charles Waldstein, now Walston; James Strachan, later Strahan; whereas it would be more in accordance with the person's intentions and wishes to use the later form. References to the form adopted are necessary in any case.

Oriental, especially Indian, names offer many problems, and we are liable to blunder in interpreting them, even to the extent of entering them under

what may be a title and not a name. Attention may be directed to the present writer's chapter on this subject in his "Library Cataloguing" (W. H. Smith & Son). Japanese and Chinese names are equally difficult as it is not easy to discover whether the name first or last given is the correct one to be used. Each case must be considered on its merits and the name chosen for entry after due enquiry and study of the A.A. Rules 52-56. If the British Museum or other good catalogue, or a reliable biographical dictionary, is available for reference, then the form there given may be followed, though it may not be strictly in accordance with native custom.

The question arises whether it is wise or convenient to adhere to the A.A. Rules (45, 46, 48) and give the names of saints, popes, and sovereigns in Latin or in the vernacular as therein recommended. Thus:

JOANNES IV, *Pope*.

JEAN, *King of France*.

WILHELM II, *ex-German Emperor*.

If the convenience of the public is to be considered the English form of such names should be used. In the "London Library Catalogue" the vernacular is not used, but general references are employed after this manner:

HENRI. *For princes, kings, etc.* . . . see HENRY.

WILHELM. *For princes, kings, etc., see WILLIAM.*

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Examples of the form of entry for saints are as follows:

AUGUSTINE, ST., *of Canterbury.*

AUGUSTINE, ST., *of Hippo.*

FRANCIS, ST., *of Assisi.*

FRANCIS, ST., *de Sales.*

When persons of more modern times are canonized they follow the usual form:

LOYOLA, IGNATIUS, *St.*

XAVIER, FRANCIS, *St.*

with references, if considered desirable, as:

IGNATIUS LOYOLA, *St. See LOYOLA.*

FRANCIS XAVIER, *St. See XAVIER.*

It is not usual to take notice of recent beatifications as of Sir Thomas More and others.

A concrete example of the style of entry for popes may be offered by citing a book by the present Pope. The title-page reads:

Climbs on Alpine Peaks. By Abate Achille Ratti, Mountaineer (now Pope Pius XI). Translated by J. E. C. Eaton. With a foreword by Douglas Freshfield, and an Introduction by the Right Rev. L. C. Casartelli, Bishop of Salford. 2nd impression.

We proceed to catalogue it in this way:

PIUS XI, *Pope* (ACHILLE RATTI).

Climbs on Alpine peaks; transl. by J. E. C. Eaton, with a foreword by Douglas Freshfield and an intro. by L. C. Casartelli, Bishop of Salford. [1925]

914.94

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On the back of the title-page we are told that it was first published in English in 1923, and this second impression in 1925, therefore it is not in reality undated as the brackets imply and they can be omitted as already shown. The index-entries for classified catalogue are:

Pius XI, Pope. Alpine peaks, 914.04
Alps, The, 914.94

For a dictionary catalogue the subsidiary entries would be:

ALPS, THE.

Pius XI, Pope. Climbs on Alpine peaks. 1925

914.94

SWITZERLAND.

See also ALPS, THE.

MOUNTAINEERING.

See also ALPS, THE.

RATTI, ACHILLE. *See* PIUS XI, Pope.

EATON, J. E. C. (*Transl.*) *See* PIUS XI, Pope.

Because this book was published before its author became Pontiff this reference to his private name is desirable, otherwise no references are ordinarily required from the personal names of popes to their titles.

The example of the Library of Congress, stated in the footnote to the A.A. Rule 46, of rendering into English names transliterated from languages in characters other than Roman or Gothic is simple and

VARIOUS FORMS OF NAMES

should be adopted, though occasions for this particular aspect of cataloguing will not often occur in average library practice.

The usage with regard to surnames with prefixes is clearly stated in the A.A. Rule 26, and examples are attached thereto. No further comment is needed save that given in Chapter XXIV on alphabetical arrangement. It may be noted, however, that "De" is not an entry-word in French names, "Von" in German, or "Van" in Dutch.

CHAPTER XVIII

SERIES-ENTRIES

Whether it is desirable or useful to adopt the names of series as headings in a dictionary catalogue, or to index them in a classified list, needs careful consideration. Experience goes to prove that such entries have little practical value and are sometimes dispensed with altogether. The statement in the main-entry showing that the book belongs to a particular series, is found to be sufficient for most purposes, especially in such a series as the *International Scientific* where the subjects are so varied as to have no unity, no relation to one another, or characteristics in common. There is something to be said in favour of a series-entry in the case of a biographical or similar series where the various volumes are more or less akin or connected in subject, though it is seldom that people either want to read through a series systematically or wish to know what volumes are contained in it.

Probably it is more desirable to enumerate under a series-heading the works published in connection with lecture trusts like the Bampton, Boyle, Gifford, Hibbert, Hulsean, Swarthmore, and others, as they are usually founded to advocate some special purpose, and therefore each book in the series has some underlying similarity.

The method of entering series-headings is fully set

SERIES-ENTRIES

forth by the examples already given in Chapter VII, and in the A.A. Rules (128), where it takes a minor place. It should be noted that in accordance with Rule 174 the volume-numbers are converted from Roman into Arabic figures. This is the recognized system for all Roman numerals except those of the names of sovereigns, etc., and the prefatory or other pages so enumerated in the collation of a book. Lecture series are generally arranged in chronological order by the year in which the lectures were delivered, which is not invariably the year of publication.

Taking the examples of books in the series already noted, they can be worked out upon the simple lines we are following in this section:

BASTIAN, H. CHARLTON.

The brain as an organ of mind. Illus. 1880.
(*Internat. scientific ser.*, v. 29) 131

The index-entries for a classified catalogue are:

Bastian, H. C. The brain as an organ of mind, 131
Brain, The, 131
Mind and body, 131

If the series names are to be included in the index each item would have to be set out separately under them, as the books fall into different classes. This would take up undue space and be wasteful; thus:

International scientific series.

v. 29. Bastian. The brain as an organ of mind, 131
195

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preceded and followed by all the other volumes in
the series. For dictionary catalogues the form of
entry would be:

BRAIN, THE.

BASTIAN, H. C. The brain as an organ of mind. 1880
131

MIND.

See also BRAIN, THE.

The series-entry presents no difficulty in a dictionary
catalogue and is often included thus:

INTERNATIONAL SCIENTIFIC SERIES.

v. 29. Bastian, H. C. The brain as an organ of
mind. 1880
131

The next item is:

CAIRD, JOHN.

Spinoza. 1888. (*Philos. classics for English readers*)
921

and its index-entries are:

Caird, John. Spinoza, 921

Spinoza, Benedictus de. Biographies, 921

and the series-entry, if given:

Philosophical classics for English readers
921

In this instance one index-entry for the whole series
suffices as, presumably, all the volumes will be found
together in the "Biography of philosophy" division

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unless the national numbers given in the Dewey scheme are adopted for each volume. In such case each item would have to be set out separately under the index-entry, as:

Philosophical classics for English readers.

Spinoza. Caird, J., 921·3

The entries for a dictionary catalogue would be:

SPINOZA, BENEDICTUS DE.

CAIRD, J. Spinoza. 1888 921

PHILOSOPHICAL CLASSICS FOR ENGLISH READERS; ed. by
William Knight

Spinoza, by J. Caird. 1888. 921

KNIGHT, WILLIAM (*Ed.*) *See* PHILOSOPHICAL CLASSICS
FOR ENGLISH READERS.

The next example taken is:

JOHNSON, ARTHUR H.

The Normans in Europe. 6th ed. Maps. 1891.
(*Epochs of modern hist.*) 940·14

and the index-entries would be:

Johnson, Arthur H. The Normans in Europe, 940·14

Normans, The, 940·14

Europe. History. The Normans, 940·14

History. Europe, 940

with the series-entry, if required:

Epochs of modern history.

Johnson, A. H. Normans in Europe, 940·14

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For a dictionary catalogue the subject-entries and references would be:

NORMANS, THE.

JOHNSON, A. H. *The Normans in Europe.* 1891

940·14

EUROPE.

History.

See also NORMANS, THE.

EPOCHS OF MODERN HISTORY; ed. by Edward E. Morris and others.

JOHNSON, A. H. *The Normans in Europe.* 1891

940·14

MORRIS, EDWARD E. (*Ed.*).

See EPOCHS OF MODERN HISTORY.

If this latter reference is preceded by books of which E. E. Morris is the author the reference falls into a secondary place and becomes:

MORRIS, EDWARD E.

—(*Ed.*) *See also* EPOCHS OF MODERN HISTORY.

An example may here be offered of a volume included in a lecture series, *viz.*:

CARPENTER, WM. BOYD, *Bp. of Ripon.*

The permanent elements of religion. 1889.

(*Bampton lecs.*, 1887)

239·01

In passing it may be observed that W. Boyd Carpenter was later Dean of Westminster, though the

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SERIES-ENTRIES

cataloguer will continue to attach the higher status to his name. In full catalogues he will appear as:

CARPENTER, WM. BOYD, *Bp. of Ripon, afterwards
Dean of Westminster.*

The index-entries will be:

Carpenter, W. B. Permanent elements of religion,
239·01
Religion. Bampton lecs., 239·01
Bampton lectures, 239·01

These entries are as shown upon the assumption that, as Dewey notes, the whole series of Bampton Lectures are kept together under "Apologetics. Evidences of Christianity," when there is no occasion to detail them separately under the index-entry of "Bampton Lectures" as its only purpose is to guide to the place where they are to be found set out.

For dictionary catalogues the subject-entries are:

RELIGION.

CARPENTER, W. B. The permanent elements of
religion. 1889 239·01

BAMPTON LECTURES.

1887. Carpenter, W. B. The permanent elements
of religion. 1889 239·01

A method of treatment for this series as adopted in the catalogues of one large city reference library is not to set out the volumes of Bampton Lectures

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in this fashion, but to cover them by a general
reference to their authors:

BAMPTON LECTURES. *See* BARTLETT, R. E., BIGGS, C.,
CARPENTER, W. B.

This economy is not adopted for lack of means
but because it is considered to meet all requirements.
Sometimes references of this nature are found
ending with "*etc.*" instead of all the names being
given. This is wrong and provoking as it leaves the
enquirer at a loss to know where further to look.

CHAPTER XIX

CLASSICAL AUTHORS, THE BIBLE, PERIODICALS

In conformity with the practice of simplified entries for popular catalogues Greek and Latin classical names may be given in their English rendering, when there is one, as Homer, Livy, Horace, Pliny, and Virgil. So far as Greek names are concerned this is in accordance with the B.M. Rule (6), which is: "In the case of ancient Greek names the English form is used." Thus:

Homer, *not* Homeros.
Plutarch, *not* Ploutarchos.

though this is not in agreement with the A.A. Rules (49, 51), which have already been demonstrated in Chapter VIII and can be adopted, if preferred, for the reasons there stated, otherwise the simple form may be used throughout.

In arriving at a decision much depends upon the nature of the catalogue and, to a lesser degree, upon the extent of the library. If the English form is followed, the entry would be:

TACITUS.

Opera omnia, ex ed. Oberliniana, cum notis variorum
Justi Lipsii excursibus, *etc.* 10 v. 1821 878.6

Similarly:

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ARISTOTLE.

Opera omnia, Graece et Latine, *etc.* 5 v. 1878
888.5

HORACE.

Works; rendered into English prose, with intros.,
etc., by James Lonsdale and Samuel Lee. (*Globe ed.*)
1873 874.5

It may be said in passing that by custom or tradition, rather than by rule, there is an understanding that the works of the classical authors do not usually receive subject-entries in dictionary catalogues, probably upon the assumption that such entries are superfluous. Authors and editors are given in the usual way in the index to classified catalogues:

Tacitus. Works, 878.6
Aristotle. Works, 888.5
Horace. Works, 874.5
Lipsius, Justus (*Ed.*) Tacitus, 878.6
Lonsdale, James (*Ed.*) Horace, 874.5

In the order of arrangement editions in the original take precedence of translations.

There are instances where mediaeval or later scholars are known by a Latin or Greek variant of their names, and these are adopted for the entries. Examples of such names are Erasmus, Melancthon, and Linnaeus.

Although instructions already given for the treatment of editions of the Scriptures and of other books placed under the heading of "Bible" are applicable to the catalogue of a large (reference)

CLASSICAL AUTHORS, THE BIBLE, PERIODICALS
library, they are not wholly suitable for the catalogue of a medium-sized library. In the latter type of catalogue the editions of the text, or of portions of the text, either in the original or in translations, will be so few as to be negligible, and, consequently, the sub-divisions of the heading will not be wanted. In classified catalogues the arrangement, for either a large or small library, conform to the Dewey 220 with its full sub-divisions. In dictionary catalogues, however, the principle of specific entry is followed, and if a work, not being a part of the text, is a monograph upon some particular book of the Bible, as, for example,

BACON, BENJAMIN W.

The Fourth Gospel in research and debate. 1910
226.5

it is entered under:

JOHN, ST., GOSPEL OF.

BACON, B. W. The Fourth Gospel in research and
debate. 1910 226.5

with a general covering reference to this effect:

BIBLE.

*See also OLD TESTAMENT, NEW TESTAMENT, and
the names of the separate books of the Bible.*

Similarly, the example given in Chapter IX is so regarded and the editor's name taken for the main entry:

A MANUAL OF CATALOGUING AND INDEXING

TROLLOPE, W. (*Ed.*)

The Gospel according to St. Luke; with prolegomena, *etc.* New ed., re-ed., and revised by W. H. Rowlandson. 1870 226·4

The classified catalogue index-entries for both the above are:

John, St., Gospel of, 226·5

Bacon, B. W. The Fourth Gospel, 226·5

Luke, St., Gospel of, 226·4

Trollope, W. (*Ed.*), The Gospel of St. Luke, 226·4

Rowlandson, W. H. (*Ed.*), Trollope, W. The Gospel of St. Luke, 226·4

The subject-entry for the dictionary catalogue is:

LUKE, ST., GOSPEL OF.

TROLLOPE, W. (*Ed.*). The Gospel according to St. Luke [Greek]; with prolegomena, *etc.* 1870 226·4

and the reference:

ROWLANDSON, W. H. (*Ed.*) See TROLLOPE, W.

If these works were part of a series forming a commentary on the whole Bible or the greater part of it, they should be entered under "Bible" and not under the separate books. A definite example of this type of entry is:

CLASSICAL AUTHORS, THE BIBLE, PERIODICALS
BIBLE.

Commentaries and Expositions.

Expositor's Bible; ed. by Sir W. Robertson
Nicoll

220·7

[*Here would follow the various volumes in this
series, set out in the order of the Bible, and in
its proper place would appear:*]

Gospel of St. John, by M. Dods. 2 v. 1892-94.

The authors of the respective volumes in the series
should have the usual author-entry, though it may
be regarded as an "added entry":

DODS, MARCUS.

Expositor's Bible: Gospel of St. John. 2 v. 1892-94

220·7

This writer also contributes other volumes to this
Commentary and these would probably be added
to the library at different times, and separate entries
in the catalogue would be given for each. In the end
these separate entries are to be amalgamated in one
entry, as:

DODS, MARCUS.

Expositor's Bible

220·7

Genesis. 1893.

Gospel of St. John. 2 v. 1892-94.

1st Corinthians. 1893.

The Cambridge Bible for Schools and Colleges
(previously taken in illustration in Chapter IX)
would also be subject to the same treatment.

It will be noted that, both for cataloguing and

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classification purposes, these commentaries on the whole Bible or a larger part of it are regarded as one book and receive classification-numbers accordingly. The index-entries for a classified list will be:

Bible. Commentaries, 220·7
Dods, Marcus. Expositor's Bible, 220·7
Expositor's Bible, 220·7

In dictionary catalogues the full entry, under Bible, where the contents of the various volumes are set out, may be taken as the main-entry and the further references given:

Expositor's Bible. *See* BIBLE (Commentaries).

NICOLL, SIR W. ROBERTSON (*Ed.*). Expositor's Bible.
See BIBLE (Commentaries).

In this and similar commentaries there is no occasion to refer from the various names of each of the separate books of the Bible to the general heading because this extends the references unduly and is not required.

The use of references has so large a place in the examples given throughout this work that it might be imagined that a catalogue compiled in this way will mostly consist of references: "a pyramid of references" as Cutter calls it. In practice, however, these references do not predominate or occupy as much space as might be supposed, because they are not invariably required and a single reference often covers numerous works. The cataloguer must

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always strictly avoid giving annoying references which direct from one reference to another and from that to a dead end; references should be direct and final. It is a mistake also to give references from the names of persons to subjects.

A large heading is usually sub-divided for facility of reference according to the extent of its contents. The choice of these sub-divisions will be governed by the number and kind of books collected under them. In an average library sub-divisions such as the following are customary:

BIBLE.

Texts.

Commentaries and Expositions.

Study and Teaching.

Geography and Natural History.

Inspiration. Canon. Authenticity. Criticism.

Miscellaneous.

History of the English Bible.

In large libraries, especially those with a theological tendency, it is obvious that this heading will need a more expanded sub-division, and, if the entries are on cards, will take up considerable space in the catalogue. A more elaborate sub-division involves more trouble for searchers and necessitates a summary key to the arrangement, placed at the beginning of the heading; also a liberal use of guide-cards. In the "London Library Catalogue" (1908) this (Bible) heading extends to thirty-seven columns of small type, with about forty-five condensed entries to each

column, and "is arranged in one alphabet according to the various books, divisions of the Bible, and languages: the complete texts and general commentaries, etc., of the whole Bible coming first." Even with direct subject-entry, after the manner shown above, the heading "Bible" occupies nine closely printed columns in one of the *supplementary* volumes of the catalogue of the Liverpool Public (Reference) Library. If this be the case in a general library it will be apparent that the heading must be one of great extent and importance in libraries of a special character, such as the John Rylands Library, Zion College Library, and Dr. Williams' Library.

There is little to add on the subject of the cataloguing of periodicals and the transactions of scientific and other societies, to the treatment demonstrated in Chapter X. When the first word of the title of a periodical is used for the entry, as is most usual with periodicals and magazines, the title-entry is sufficient without the separate word-heading, unless the latter is given as a catch-word guide on catalogue cards. Professional and other special journals require subject-headings in a dictionary catalogue in addition to the main-entries under the title, *e.g.*:

BANKING.

INSTITUTE OF BANKERS. Journal. v. 1-. 1880-.
(*In progress*) 332·1

ECONOMICS.

Journal des économistes. 3e ser., tome 3-. 1866-.
(*In progress*) 330·5

CLASSICAL AUTHORS, THE BIBLE, PERIODICALS
STATISTICS.

Journal des économistes. 3e ser., tome 3-. 1866-.
(*In progress*) 330.5

In a classified catalogue these fall into the separate places denoted by the Dewey numbers, and similar entries to the above headings are added to the index:

Banking, 332
Economics, 330
Statistics, 330

and the titles, without details:

Institute of Bankers. Journal, 332.1
Journal des économistes, 330.5

It will be seen that the index to the classified catalogue becomes, to all intents and purposes, a summary dictionary catalogue given as an appendix, though the limits imposed by the index are such that large classes, subjects, and topics are covered by a single reference.

In some libraries efforts were made in past years to catalogue the leading contents of reviews and periodicals in order that important articles, except those of an ephemeral character, should not be altogether lost. The task has invariably proved to be overwhelming and too costly for a single library to undertake. Any need in this direction was met to a large extent by Poole's "Index to Periodical Literature," which was compiled by the co-operative voluntary effort of British and American librarians

in the 'eighties. Published in 1885, it contained 1,450 closely printed pages and is still valuable for the long sets of the older magazines, 250 in all, which were indexed to 1880. American librarians added supplements for some years later. The need for any individual attempt to catalogue the contents of periodicals is now removed by the Library Association's "Subject-Index to Periodicals," which also is the product of the co-operative voluntary work of librarians.

In Appendix 2 of the A.A. Rules we read that "a catalog is not a learned treatise intended for special scholars, and bound to an erudite consistency at whatever cost of convenience. It is simply a key to open the doors of knowledge to a partly ignorant and partly learned public, and it is very important that such a key should turn easily." This statement embodies the result of general experience, irrespective of the nature of the library catalogued. It is therefore likely that in some small measure translation in catalogue entries might reasonably be helpful. In the "Journal des économistes" entry, as given above, "3e ser., tome 3" might be rendered as "3rd ser., v. 3," with advantage, even at the risk of some inconsistency. Although the titles of books must be given in the language of the original, unless transliterated, there are books which might reasonably be catalogued with translations of their titles added in parentheses, such as those works on the decorative arts, etc., which consist either solely of illustrations or with very little text, when a

possible want of knowledge of the language of the title-page might deter people from their use. A work published with dual title-pages, one of which is in English, should be catalogued from the English title-page for preference if the text is also in English.

Some attention may here be directed to those societies which do not issue transactions or proceedings but are publishing bodies of a special type of literature, such as the Camden, Chetham, Hakluyt, Ray, Palaeontographical, and other Societies. Each of their publications must be treated for what it is, *viz.*, a separate book or monograph, and should be catalogued individually in the ordinary manner, with the whole series set out in volume or other suitable order under the name of the Society when considered desirable. Two examples may be cited in illustration: one from the Camden Society, the other from the Ray Society:

HARVEY, GABRIEL.

Letter-book, 1573-80; ed. by Edward J. L. Scott.

1884. (*Camden Soc.*, new ser., v. 33) 942

There is no special place assigned in Dewey to group the publications of Societies of this character, or for periodicals and miscellaneous works on English history, as there is under 900 History in general; and they can only receive the covering symbol 942 unless some special amplification of the sub-division is contrived. Whether the entries for such publications should be kept together in a classified catalogue or be distributed throughout

the classification according to their nature is a matter of choice and convenience. In the case of publications of the Camden Society it is probably better to keep them together, though this volume might, owing to the dates covered by it, be allocated to the Elizabethan period (942·055). On the other hand the volumes of the Ray and the Hakluyt Societies are better distributed according to their subjects. Each volume will require separate entries in the classified catalogue index in any case.

The heading for the Society in a dictionary catalogue corresponds to a series-entry, as:

CAMDEN SOCIETY. Publications	942
<i>New series.</i>	
v. 33. Letter-book of Gabriel Harvey, 1573-80.	
1884.	

and the reference from the editor is:

SCOTT, EDWARD J. (*Ed.*) *See* HARVEY, GABRIEL.

The publication of the Ray Society chosen for illustration is:

BUCKLER, WILLIAM.

The larvae of the British butterflies and moths;
ed. by H. T. Stainton. v. 1-4. Illus. 1886-91.
(*Ray Soc.*) 595·78

Index-entries for the classified catalogue are:

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Buckler, William, Larvae of the British butterflies,
etc., 595·78

Butterflies, 595·78

Moths, 595·78

Lepidoptera, 595·78

Ray Society.

Buckler, W. Larvae of the British butterflies, *etc.*,
595·78

while the entries and references for a dictionary catalogue will be:

BUTTERFLIES AND MOTHS (*Lepidoptera*).

Buckler, W. The larvae of the British butterflies
and moths. v. 1-4. 1886-91 595·78

STANTON, H. T. (*Ed.*) See BUCKLER, WILLIAM.

RAY SOCIETY. Publications.

Buckler, W. The larvae of the British butterflies
and moths. v. 1-4. 1886-91 595·78

MOTHS. See BUTTERFLIES AND MOTHS.

LEPIDOPTERA. See BUTTERFLIES AND MOTHS.

Although moths are not butterflies they are so closely related to them that both are covered by one scientific name of lepidoptera; therefore they may be included together under a simple heading, as here shown, without any real violation of the specific entry principle. A further reference is required for completion:

INSECTS.

See also BUTTERFLIES AND MOTHS.

Under the heading of Ray Society in the catalogue of a large public reference library there appear only references to the authors' names, apparently as a measure of economy, similar to the Bampton Lectures already quoted. No doubt this method proves sufficient, even if not so convenient as the entry shown above; the entry under the name of the Society being in this instance regarded as corresponding to a series-entry in importance.

Finally, it should be noted that the statement "v. 1-4" implies that the work is not complete in four volumes, and that others are to follow. If it were complete it would be indicated as "4 v."

CHAPTER XX

ANALYTICAL ENTRIES

The extent to which books of a miscellaneous nature, such as volumes of essays, need to be analysed for subject or other entries is another of the various problems that arise in cataloguing. Where the works of an author have been independently published, or those of various authors have been collected together, each of the items should be treated as a separate work. The following is a good example of books of this type as it contains reprinted items which would unquestionably have received separate entries if each or some of them had been added to the library in other editions. The book is

A Miscellany of Tracts / and Pamphlets / Edited
with a Preface and / Introductory Notes by / A. C.
Ward / The World's / Classics / Oxford University
Press/Humphrey Milford/

This marking shows the alignment of the title-page which is without punctuation. The book is a small one, of pocket size, yet it contains 585 pages and consists of twenty items ranging from Fish's "Supplication of the Beggars," 1529, to H. G. Wells's "The Misery of Boots," 1907.

In the *full* form of dictionary catalogue not only must the contents be separately catalogued each under its respective author and subject, but also

the whole contents should be set out under the Editor's name as the main-entry. This latter form will be the proper method of entry for the classified catalogue, otherwise the contents cannot be included in the index. The short dictionary catalogue can omit the list of the contents under the editor's name (main-entry) but cannot ignore any of the items for individual treatment.

To demonstrate this in full would take up more space here than can be spared, but a few specimen entries may be given to illustrate the principles. The main-entry will be:

WARD, A. C. (*Ed.*).

A miscellany of tracts and pamphlets; with a preface and intro. notes. [1927] (*World's classics.*) 820·8

Contents: A supplication for the beggars (1529), by Simon Fish. The first blast of the trumpet against the monstrous regiment of women (1558), by John Knox. Greene's Groat's-worth of wit (1592), by Robert Greene [and continue to include a full list of the twenty reprints].

When the contents are set out at length in this way it allows them to be added to the index of the classified catalogue, as:

Fish, S. Supplication of the beggars (Tracts), 820·8

Greene, R. Groat's-worth of wit (Tracts), 820·8

Knox, J. Monstrous regiment of women (Tracts),
820·8

It will be observed that these are index-entries only; therefore the authors' names and other information

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are reduced to the briefest possible form. Names are given in full in cases where different persons have the same initials.

The analytical entries in the dictionary catalogue take the following form:

FISH, SIMON.

A supplication for the beggars (1529). (*In Ward. Tracts, etc.*) [1927] 820·8

REFORMATION, THE.

FISH, S. A supplication for the beggars (1529). (*In Ward. Tracts, etc.*) [1927] 820·8

KNOX, JOHN.

The first blast of the trumpet against the monstrous regiment of women. (*In Ward. Tracts, etc.*) [1927] 820·8

While Knox's diatribe is mainly against women rulers it is more especially directed against Queen Mary of England. Except as landmarks in the history of the Reformation in this country these pamphlets have little value apart from their authors, and, for the most part, are sufficiently catalogued under the names of their authors. An examination of the rest of the tracts reprinted shows that most of them will nevertheless require subject-as well as author-entries.

To catalogue this collection adequately nearly forty entries will be required in the dictionary catalogue, as it is a small library in itself, and each of the tracts is of sufficient literary or historic interest to justify all these separate entries. To dismiss a

book of this character by an entry under the editor's name and another (title-entry) under "Tracts and pamphlets" evades the issue and lessens the value of the book to the library. Under no circumstances should a heading "Pamphlets" be used in a catalogue except for works *upon* pamphlet literature and not for the pamphlets themselves. Pursued logically this would mean but two headings in a catalogue, *viz.* "Pamphlets" and "Books," and the distinction between them could not be justified.

There are books, encyclopaedic in character, that are difficult to catalogue effectively without taking up much space. A good example of this type is the work edited by Dr. William Rose entitled "An Outline of Modern Knowledge." The names of the twenty-two authors are set out on two title-pages, approximately in alphabetical order, and the twenty-six subjects are also named on these title-pages. To give all the information printed on the title-pages in a single main-entry would make it very lengthy; if it must be given it is better in this form:

ROSE, WILLIAM (*Ed.*).

An outline of modern knowledge. 1931 032

The authors are: F. Aveling, Lascelles Abercrombie, C. Delisle Burns [and so on, enumerating them in the order in which they are given on the title-pages] on psychology, psycho-analysis, sex, economics [and the rest].

A more satisfactory entry for the classified catalogue would be to set out the contents in full in the order

ANALYTICAL ENTRIES

they occur in the book, though this will make the entry very long, and if it is on cards must be spread over a number, after this manner:

ROSE, WILLIAM (*Ed.*).

032

An outline of modern knowledge. 1931.

Contents: A philosophic and scientific retrospect, by A. Wolf. The idea of God, by W. R. Matthews. The physical nature of the universe, by J. W. N. Sullivan.



ROSE, WILLIAM (*Ed.*).

032

An outline of modern knowledge (*continued*).

(*Contents continued*): The nature of mathematics, by James Rice. Biology and human progress, by J. Arthur Thomson. Sex, by F. A. E. Crew. Psychology, by F. Aveling. Theories of psycho-analysis, by J. C. Flügel.



This setting out of the contents in full permits references to them under authors and subjects in the index to the classified catalogue. This work is suitable for lending for home reading, and therefore the value of analysing its contents in detail in the

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dictionary catalogue is obvious; each of the articles can be regarded as equivalent to a treatise on the subject, summarizing, as it does, the results of the latest knowledge and ideas. To index these contents in their entirety involves at least fifty entries, but they are of unquestionable value and add to the usefulness of the library. These analytical ("index") entries will take this form:

WOLF, A.

A philosophic and scientific retrospect. (*In* ROSE,
W. Outline of modern knowledge.) 1931 032

PHILOSOPHY.

WOLF, A. A philosophic and scientific retrospect.
(*In* ROSE, W. Outline of modern knowledge.) 1931
032

As there are other articles in the book on philosophy and philosophical subjects the whole work might suitably be entered comprehensively under the heading, and the following entry substituted for that given above or any other separate items under the heading:

PHILOSOPHY.

ROSE, W. (*Ed.*). An outline of modern knowledge.
1931 032

The remaining contributions will be catalogued similarly and the "index" entries continued:

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MATTHEWS, W. R.

The idea of God. (*In* ROSE, W. Outline of modern knowledge.) 1931 032

GOD.

MATTHEWS, W. R. The idea of God. (*In* ROSE, W. Outline of modern knowledge.) 1931 032

Some cataloguers might consider that simple entries under the editor and under the general subject of "Knowledge" are sufficient to meet the case, but such entries alone are inadequate in view of the importance of the authors and the subjects of the book.

The increasing number of "omnibus" books now published raises the question of the desirability of the analysis of their contents. Where these contents are too numerous or consist mostly of collections of short stories or excerpts of the type of "Great Short Stories of Detection, Mystery, and Horror," edited by Dorothy L. Sayers, which contains sixty-six stories, or "Great Sea Stories of all Nations," edited by H. M. Tomlinson, with one hundred and fifty selections, it is unnecessary either to set them out in detail or to attempt to analyse them and they receive general treatment, as:

SAYERS, DOROTHY L. (*Ed.*).

Great short stories of detection, mystery, and horror. 1929 823

TOMLINSON, H. M. (*Ed.*).

Great sea stories of all nations. 1930 823

If title-entries are provided they take this form:

- Detection, mystery, and horror, Great short stories of;
 ed. by D. L. Sayers. 1929 823
 Sea stories, Great, of all nations; ed. by H. M. Tomlin-
 son. 1930 823

When the volumes contain collected reprints of full-sized novels by a single author such as John Galsworthy, Edgar Wallace, and others, the contents should be catalogued separately, or at least be set out after this manner:

GALSWORTHY, JOHN.

The Forsyte saga 823.91

Contains: The man of property. Indian summer of a Forsyte. In chancery. Awakening. To let.

When title-entries are supplied each of these should be given separately, as:

Man of property, The. Galsworthy, J. (Forsyte saga)
 823.91

The author's name is usually given in such entries in this reversed form to serve as a guide to the main-entry. Books of this particular character present no special difficulty for analysis as the contents are not numerous.

Volumes of miscellaneous essays need more careful consideration for this analysis, especially if the essays are on different and definite subjects. It is essential that important essays or reviews, such as those of Macaulay, should be catalogued under

ANALYTICAL ENTRIES

their subjects, as they might be the only contribution upon a particular subject which a library can offer. The following small work upon literary impostures affords an example of this, *viz.*:

MONTGOMERY, H. R.

Famous literary impostures: a series of essays. n.d.

809

This contains five essays to be catalogued in the dictionary catalogue as follows:

CHATTERTON, THOMAS.

MONTGOMERY, H. R. Chatterton and the Rowley poems. (Literary impostures.) n.d.

809

MACPHERSON, JAMES.

MONTGOMERY, H. R. Macpherson's Poems of Ossian. (Literary impostures.) n.d.

809

IRELAND, SAMUEL W. H.

MONTGOMERY, H. R. The Shakespeare forgery. (Literary impostures.) n.d.

809

PSALMANAZAR, GEORGE.

MONTGOMERY, H. R. Psalmanazar and the Formosa imposture. (Literary impostures.) n.d.

809

BENTLEY, RICHARD.

MONTGOMERY, H. R. Bentley and the Epistles of Phalaris. (Literary impostures.) n.d.

809

These are not catalogued separately in this way in the classified catalogue, but the items should be added as "contents" to the main-entry under

"Montgomery" above in order that references to them can be given in the index. Besides the foregoing entries some further entries under Shakespeare, Ossian, Phalaris, etc., may be desirable in the dictionary catalogue besides a title-entry:

Literary impostures, Famous. Montgomery, H. R.
n.d. 809

On the other hand there are volumes of light essays, as, for example, those of E. V. Lucas, James Agate, and others, that need no analysis and, fortunately for the cataloguer, usually bear distinctive titles of which these are examples:

LUCAS, E. V.
One day and another. 1909 824.91
AGATE, JAMES.
White horse and red lion: essays in gusto. 1924
824.91

The entries under authors in the index will complete these for the classified catalogue:

Lucas, E. V. One day and another, 824.91
Agate, Jas. White horse and red lion, 824.91

unless the titles are also included in the index for the remote reason that someone may remember these distinctive titles and not know the authors' names:

One day and another. Lucas, E. V., 824.91
White horse and red lion. Agate, J., 824.91
224

ANALYTICAL ENTRIES

These same forms of title-entry are also suitable for the dictionary catalogue if the dates of publication are added.

It must be clearly understood that the collected works of any author have to be catalogued in detail under subjects even if the contents of the volumes should not be set out in the main (author) entry.

BOOKS WITH LENGTHY AND OBSCURE
TITLES

It will be useful to examine two typical books with prolix titles to see how far they can be reasonably condensed and adapted. A title of this kind in full, without setting out the alignment or punctuation of the title-page, but keeping to the use of capitals, is:

Natural History, General and Particular, by the Count de Buffon, Illustrated with above 600 copper Plates, the History of Man and Quadrupeds, translated with Notes and Observations by William Smellie, Member of the Antiquarian and Royal Societies of Edinburgh. A New Edition Carefully Corrected and Considerably Enlarged by many Additional Articles, Notes, and Plates, and Some Account of the Life of M. de Buffon by William Wood, F.L.S. 20 volumes 8^o *London*, 1812.

The British Museum has no copy of this particular edition in its present printed catalogue. The editions it has are rendered in this way:

LE CLERC, GEORGES LOUIS, *Comte de Buffon*.

Natural History, general and particular . . . Translated . . . with . . . notes and observations, by W. Smellie. Second edition. 9 vol. *W. Strahan and T. Cadell: London*, 1785. 8^o

—Third edition. 9 vol. *A. Strahan and T. Cadell, London*, 1791. 8^o

BOOKS WITH LENGTHY AND OBSCURE TITLES

The London Library has this edition and renders it as:

BUFFON (GEORGES LOUIS LE CLERC, *cte. de*).

Nat. hist. Tr. W. Smellie, ed. W. Wood. n. ed.
20 v. 8^o 1812.

This last is somewhat too condensed for ordinary purposes and a more reasonable rendering would be:

BUFFON, COUNT DE.

Natural history; transl., with notes and observations,
by Wm. Smellie. New ed., corrected, enlarged, *etc.*,
by Wm. Wood. Illus. 20 v. 1812 590·2

It is improbable that a person who was aware that the Comte de Buffon's name was Le Clerc would neglect to look under Buffon if he did not find it under Le Clerc. If it is intended to give the reference from Le Clerc to Buffon, "Georges Louis Le Clerc" must be added in parentheses to the above entry. The references then would be:

LE CLERC, GEORGES LOUIS, Count de Buffon. *See*
BUFFON, COUNT DE.

SMELLIE, WILLIAM (*Transl.*). *See* BUFFON, COUNT DE.

WOOD, WILLIAM (*Ed.*). *See* BUFFON, COUNT DE.

The index-entries for the classified catalogue are:

Zoology (compend), 590·2

Buffon, Count de. Natural history, 590·2

Natural history (zoology), 590·2

The subject-entry for the dictionary catalogue is:

ZOOLOGY.

BUFFON, COUNT DE. Natural history. 20 v. 1812

590.2

The term "Natural history" has a much wider meaning to-day than it formerly had, when it was restricted to zoology, and it now includes botany. The heading "Natural history" would be correct if this work covered both animals and plants. As it is the reference is required:

NATURAL HISTORY OF ANIMALS. *See* ZOOLOGY.

or if there are books entered in the catalogue covering natural history in its full biological sense it becomes:

NATURAL HISTORY. *See also* BOTANY. ZOOLOGY

In making choice of subject-headings it is better for most libraries to use the simpler or more popular names in preference to scientific terms: Gardening not Horticulture, Coins and Medals rather than Numismatics, Snakes not Ophiology, Insects instead of Entomology, Language rather than Philology, etc., provided the terms are unquestionably synonymous. In some cases there is no popular name exactly equivalent to a scientific term. "Seaweeds," for example, is not a term which covers all the algae as this latter name includes some freshwater

BOOKS WITH LENGTHY AND OBSCURE TITLES
plants. The following two books more clearly
illustrate this:

MURRAY, GEORGE.

An introduction to the study of seaweeds. 1895
589.3

WEST, G. S.

A treatise on the British freshwater algae. 1904
589.3

The latter cannot be entered under "Seaweeds,"
though both would be correctly placed under the
heading "Algae."

Summed up, it is recommended to use common
and not technical names for subject-headings;
English names instead of foreign, unless the common
or English name is ambiguous or of ill-defined
extent; to use the singular rather than the plural,
except where subjects are thought of in the plural—
"Eye, The," and not "Eyes"; and to use headings
generally found in the leading modern catalogues,
"Moral Philosophy," for instance, is now universally
"Ethics." Anything savouring of the pedantic is
better avoided.

The title-pages of books and pamphlets of the
seventeenth century are unusually lengthy, especi-
ally when they are of a controversial character,
when this wordy warfare was demonstrated on their
title-pages. They require some discrimination in
condensing them for the catalogue in order that the
salient feature of the subject of the book or tract
may not be overlooked. The following is a typical

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example of the title-page of the period, the punctuation and use of capitals follow the title-page:

The way of Life and Death Made manifest and set before men. Whereby the many paths of Death are impleaded, and the one path of life propounded and pleaded for. In some Positions concerning the Apostacy from the Christian Spirit and Life. With some Principles guiding out of it. As also in Answers to some Objections whereby the Simplicity in some may be entangled. Held forth in tender good will both to *Papists* and *Protestants*, who have generally erred from the Faith for these many Generations, since the dayes of the Apostles; and with that which they have erred from are they comprehended. By *Isaac Pennington* the younger. London, Printed by *J. M.* for *Lodowick Lloyd* at the Castle in *Cornhil*, 1658

An examination of the work and a comparison with a reprint in Penington's collected works shows that in brief form this can be rendered as:

PENINGTON, ISAAC.

Some positions concerning the apostacy from the Christian spirit and life. 1658

241

or more satisfactorily as:

PENINGTON, ISAAC, *the younger*.

The way of life and death made manifest and set before men . . . some positions concerning the apostacy from the Christian spirit and life, *etc.* 1658

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If regarded as of interest the imprint may be added to the entry.

It will be noticed that the author's name has been altered in the above to Penington. This form was used in some of his works and when they were collected in a folio volume after his death it was definitely adopted and is so given in the "Dictionary of National Biography." "The younger" can be omitted as his father was Sir Isaac Penington, and therefore there can be no confusion between the two, the father's title marking the distinction. The reference can be given:

PENNINGTON, ISAAC. *See* PENINGTON.

As the work is of little interest apart from its author a subject-entry is unnecessary. The index-entry for the classified catalogue is:

Penington, Isaac. The way of life and death, *etc.*, 241

Books with obscure or enigmatical title-pages are among the difficulties of cataloguing and two are given below as ordinary examples of titles which do not unmistakably indicate the subjects of the books. Incidentally they serve to show how books must be examined to ascertain their definite subjects. The first, given in catalogue form, is:

DULY, S. J.

The natural wealth of Britain: its origin and exploitation. Illus. 1919. (*New teaching ser.*)

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Here "Natural," "Wealth," "Britain" have no meaning for the cataloguer for subject-headings, nor do they give any clue to the precise subject of the work, which is economic geology and more particularly upon our coal and iron resources. The author sets out his aim in writing the book thus: "To learn how men get their raw materials from the earth and how they use them in making and distributing goods. To learn how men group themselves over the earth's surface in towns and villages according to the kind of work they do." The book is divided into three sections: geological, industrial, geographical, with the geological aspect predominating and the true subject is the economic geology, or the mineral productions, of this country. In the classified catalogue this work can be entered under Economic Geology, 553, or under one of the divisions of Mining engineering, 622, though it is more suitably placed in the former. In the dictionary catalogue it is placed under both headings:

GEOLOGY. Economic.

DULY, S. J. The natural wealth of Britain. 1919
553

MINES AND MINING.

DULY, S. J. The natural wealth of Britain. 1919
553

In an English catalogue a work upon some particular aspect of the *home* country in general need only be entered for subject under that aspect, but in the case of all other countries or localities double-

entry is necessary. This book consequently is not entered under Britain, Great Britain, British Isles, or England, as to accumulate under such a heading every book on the home country and all its various characteristics renders it so large and cumbersome that it defeats its purpose. In a case where the heading "Great Britain" has been adopted in a dictionary catalogue and all likely books have been concentrated under it, many pages are occupied even with the entries printed in small type and in double columns. The sub-divisions of the headings in that catalogue range from Antiquities, Architecture, Army, Biography, to Heraldry, History, Natural History, Numismatics, etc., and withal are probably not exhaustive. In a classified catalogue, on the contrary, books on these various subjects must be distributed according to the classification without regard to their geographical nature, and they cannot be concentrated even in the index. The headings "Great Britain" or "England and Wales" or "England" should be reserved for topographical books or geographical guides to the whole country, or large parts of it, and all others should be distributed according to their subjects. It may be laid down as an axiom that all other books on subjects with a geographical limitation require double-entries, one for subject and one for place, however illogical it may seem to except those on the home country in general. A work upon, say, the economic geology of France should be entered under "Geology" and "France"; and one upon the geology of Kent

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under "Kent" as well as "Geology," if usefulness is
aimed at.

The second example taken is:

LAMBORN, E. A. GREENING.

The rudiments of criticism. 1916

372·88

This is all the information the title-page affords on the subject. The main purpose of the work, however, is to show how poetry can best be taught to children that they may appreciate and enjoy it in form as well as in substance and not as a means of acquiring information or of exercising the memory, with the methods recommended for doing this. It contains children's exercises and a selection of verses and essays written by primary-school children. To enter it under "Criticism" or "Literary Criticism" would be beside the mark and misleading. Its definite subject in the dictionary catalogue will be:

POETRY.

Study and Teaching.

LAMBORN, E. A. G. The rudiments of criticism.
1916

372·88

and the reference:

TEACHING.

See also POETRY (Study and Teaching).

Both the entries (author and subject) need an explanatory footnote (annotation) to the effect that the book is "On the teaching of poetry to school

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children that they may enjoy it," or, more fully,
"To show how poetry can best be taught to children
that they may enjoy it; with exercises."

The book can be suitably placed in the classified
catalogue either under "Elementary Education:
studies" (372·88), "Prosody" (426), or "Study and
Teaching of Literature" (807), though, all things
considered, the first is the most useful and satis-
factory. The index-entries are:

Poetry (teaching), 372·88

Lamborn, E. A. G. Rudiments of criticism (teaching
poetry), 372·88

THE CATALOGUING OF MUSIC

Vocal and instrumental music has always been included in the stock of public libraries, though more attention has of late years been given to this section. Catalogues of music are usually kept apart from the general catalogue and, consequently, are issued as separate class-lists. As a rule these lists comprise not only the musical scores but also the books on musical subjects, such as the theory and history of music and musical instruments, biographies of musicians, critical works, and the like, in order that the catalogue may be complete in itself so far as this class is concerned.

In general terms it may be stated that the composer of the music is invariably regarded as the author for all entries, and the writers of librettos of operas, or of the words of songs, take a secondary place. They do not receive entry as joint-authors even in such a well-known instance as the Gilbert and Sullivan operas. The reason for this is that the music is the predominant feature and that in the vocal or other scores a complete libretto is seldom given, any spoken words being omitted.

If music be included in a general classified catalogue it is not kept apart from the ordinary classification and falls into place in Dewey's 780, the sub-divisions there set out being followed so

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far as the number of works to be catalogued allows. Sheet music in public libraries is generally bound up into volumes, each containing pieces of a kind,—songs, pianoforte, or violin respectively. The references in the index will be of a general character and not to separate pieces. Whether the names of all composers are to be included in the index depends upon the extent of the collection. If the catalogue of music is the usual separate class-list an index of composers might be superfluous, though one of the titles of operas, songs, and pieces might prove of some small service.

The places and dates of publication are rarely given in the catalogue and are seldom wanted except for notable editions kept for reference. As Cutter points out, it is exceptional for music publishers to give the dates of publication in the imprint and there is no occasion to search for them or to add "n.d." (no date) to the entry.

The entries are given in this form under the headings:

782 OPERAS.

Vocal Scores, with Pianoforte Accompaniments.

AUBER, DANIEL F. E. *Fra Diavolo*; with Italian and English words, ed. by Sir Arthur Sullivan and J. Pittman.

AUDRAN, EDMOND. *La cigale*: comic opera; with additions by Ivan Caryll.

When the number of the work (opus) is given

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either on the title-page or in some other place it
should be added to the entry, as:

786·4 PIANOFORTE SOLOS.

TSCHAIKOWSKY, PETER I. *Morceaux for piano*
(Op. 40); revised by O. Thümer.

WEBER, CARL M. F., FREIHERR VON. *Les adieux*
(Op. 81); ed. by O. A. Mansfield.

If the catalogue is to be a complete guide to the
music collection all separately published pieces, how-
ever small they may be, or whether they are bound
together or not, must each receive separate treatment.

To some extent edited collections also need
analytical entries, otherwise important compositions
by classical masters contained in them are not
revealed. The following are examples of such entries:

786·4 PIANOFORTE SOLOS.

GRIEG, EDVARD. *Album-leaf. Minuet* (Op. 7).
(*Celebrated modern masters.*)

— *Humoresken, No. 2 in G sharp minor* (Op. 6).
(*Royal Academy exam. studies.*)

— *Rustic-dance. (L'album des dix.)*

Much depends upon the nature and extent of the
volumes to be analysed. Some will be too extensive
and comprehensive and can only be treated in a
general way, as:

784·8 SONGS (*Collections*).

National and Folk Songs; with Pianof. Accomp.

BROWN, JAMES DUFF (*Ed.*). *Characteristic songs*
and dances of all nations; the music arranged by
Alfred Moffat.

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With songs it is helpful to give the voice, if stated, as:

784 *Songs by Individual Composers.*

ARENSKY, ANTONY S. Berceuse (Op. 70, no. 3).

The hour of dreams (Op. 38, no. 3). *For soprano.*

— The wolves (Op. 58). *For bass.*

If music is introduced into the dictionary catalogue the main-entry is given, as already stated, under the composer's name, with such references from the librettist or arranger as may be considered desirable. It need hardly be said that where the words of an opera are separately published without the music, as in the case of the Gilbert and Sullivan operas, the entry is not given under the composer but under the librettist. So far as subject-entry is concerned the only satisfactory method is to concentrate all music scores (not works *on* music) under comprehensive headings, as:

MUSIC, VOCAL.

MUSIC, INSTRUMENTAL.

and there to sub-divide them according to material. This means the introduction of a class-heading into a dictionary catalogue, but it is the only effective way, as it is unsatisfactory to distribute music under the headings Operas, Oratorios, Songs, Pianoforte Music, etc. These headings can be reserved for books upon these subjects and a guiding reference added after this manner:

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OPERA.

APTHORP, W. F. The opera, past and present. 1901.

DAVIDSON, G. Stories from the operas. 3 v. [1906-9.]

LEE, E. M. The story of opera. 1909.

OPERAS (*Vocal and other scores*). See MUSIC.

The words of songs are sometimes given in more than one language and this should be stated. When two titles are given on the title-page both should be set out:

BOHM, CARL. Still wie die Nacht (Still as the night).

BRAGA, G. La serenata (Angel's serenade).

BRAHMS, JOHANNES. Famous songs.

Forty songs, with German, English, and French words.

In chamber music the separate parts are not catalogued independently as they are regarded as a single work. In most libraries the parts for each instrument are bound in separate flexible volumes and kept in a pocket provided in the binding of the pianoforte or other main part, otherwise they cannot be used properly. The sub-division heading indicates the instruments for which the works are composed:

787.1 CHAMBER MUSIC.

Violin, Violoncello, and Pianoforte.

BEETHOVEN, LUDWIG VAN. Trios; ed. by Ferd. David.

Two Violins, Viola, and Violoncello.

HAYDN, FRANZ JOS. Fifteen celebrated quartets;
ed. by Fr. Hermann.

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In this connection the work by Mr. L. R. McColvin,¹ Librarian of Hampstead, will be found useful as it contains *inter alia* a chapter on the cataloguing of music. He sets out detailed rules and also shows the method of ascertaining in what key the compositions are written, which he considers should always be stated.

¹ "Music in Public Libraries," by Lionel R. McColvin. (*Grafton*), 1924.

CHAPTER XXIII

ANNOTATIONS CATALOGUES FOR CHILDREN

Explanatory or descriptive annotations to catalogue entries are often valuable and helpful though they should not be too elaborate or be given when unnecessary. If an annotation is merely a paraphrase of the title it is redundant, and to take the explanatory sub-title of a book from its place in an entry and give it as an "annotation" footnote is incorrect.

Certain forms of catalogues lend themselves to copious annotation, such as the quarterly or other publications of libraries containing the lists of new additions. Here the saving of space is not of much moment and the purpose is to popularize the library and "push" the use of books other than fiction. The addition of descriptive notes to such publications certainly enhances their interest and adds to their usefulness.

It can be asserted as a general principle that when a title-page does not give an adequate idea of the contents of a book, or is misleading, a note of explanation becomes essential. Annotations should be concise and to the point as it is easier to multiply words than to condense. Critical estimates and personal opinions should be avoided for several reasons: they may indicate the limitations of the person writing the note or, if pointing out the poor

quality of a book, they show that the library wasted money by its purchase. The annotator (probably a public servant) is entitled to his own opinions upon all subjects, but he need not impose them upon readers, who may resent them; therefore it is wiser to keep to bare matters of fact. A book reviewer or a bookseller may exercise his liberty in this respect with impunity but not the library cataloguer.

"Evaluations" can be given when required to show the scope of a book, the nature of its treatment,—in scientific and technical books whether they are elementary or advanced and the amount of mathematical or other knowledge requisite for their understanding,—the position or repute of its author (though this is not of importance), the editing, the provision of a bibliography, and any other outstanding features worth noting and not mentioned in the title.

The descriptions, or "blurbs," printed on the jackets, now so commonly provided for the bindings of new books, often prove serviceable in the preparation of annotations. They should be used with discretion as they are meant to induce people to purchase the books and therefore are likely to abound with adjectives of the superlative order. When they succinctly outline the scope and purpose of a book or give a summary of the plot of a novel they may prove useful and save the cataloguer's time. Whether he is justified in forestalling a reader's pleasure by the disclosure of the plot is doubtful, though annotations serve to classify such works into the various types preferred by particular classes

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or ages of readers. A story of historical interest, or
written with a purpose, can be indicated by a foot-
note annotation to the entry. The following are
some examples selected from a "Quarterly List" of
a public library:

CHISHOLM, CECIL, and DUDLEY W. WALTON. The
business girl's handbook. [1917.]

The authors, among other things, recommend
the use of a Public Library for acquiring information
and say, "You can wander amid the orange-groves of
Greece, or live with the Eskimos in Labrador—all
for nothing at the Public Library."

FROEST, FRANK, and GEO. DILNOT. The rogue's
syndicate.

A detective story by collaborators of experience in
tracking criminals.

MCCABE, JOSEPH. The Pope's favourite.

Historical romance of Rome, time of the Borgias,
with Giulia Farnese, mistress of Pope Alexander VI,
as the principal character.

MCSADDEN, J. WALKER. Opera synopses: a guide to
the plots and characters of the standard operas. 1913.

Summaries of the stories only, without reference to
the music.

MIESSNER, B. F. Radiodynamics: the wireless control
of torpedoes and other mechanisms. 1917.

Meant to be interesting to the general scientific
reader as well as to the trained engineer.

OGG, FREDERIC A. Economic development of modern
Europe. 1917.

A history, indicating the origins and explaining the

ANNOTATIONS. CATALOGUES FOR CHILDREN

character and effects of certain of the more important economic changes and achievements of the past three hundred years. With lists of authorities.

OPPENHEIM, E. PHILLIPS. *The hillman*.

A story of an Oxonian recluse living with his misogynist brother in the hills of Cumberland, and of the invasion of their solitude, with its consequences.

PERRIN, JEAN. *Atoms*; transl. by D. Ll. Hammick. 1916.

This work, now made available for English readers, is characterised by "Science Progress" as "already recognized to be a masterpiece of exposition and a contribution of the very first importance to scientific literature."

The special reading-lists prepared in connection with some subject or topic of the day lend themselves admirably to descriptive annotations and particularly to serve as guides to a course of reading. The general understanding or theory is that all books worth cataloguing, in a lending library at any rate, are worth reading, otherwise they would not be allowed to cumber the shelves. Sometimes lists of books recommended to be read in a course on a particular subject are embodied in a descriptive article, perhaps written by an authority, but this is not cataloguing in the sense we are considering.

Two useful books in this connection are:

A manual of descriptive annotation, by E. A. Savage. 1906.

First steps in annotation in catalogues, by W. C. Berwick Sayers. 1932.

The subject of special catalogues for the use of young people and for their particular section of the library is of some importance in view of the large attention now given to fostering the reading habits of children and inducing them to make use of libraries. As the children of to-day become the adult readers of to-morrow there should be no material difference in the nature and principles of the catalogues provided for their use. If the library has a dictionary catalogue, the catalogue of the juvenile department should be on similar lines; if a classified catalogue is used that is the form to which they should become accustomed. This statement also applies to the mechanical forms of catalogues—if they are on cards for adults similar catalogues for juveniles are desirable, and so with the sheaf and printed catalogues, if possible. This practice enables the young readers to transfer readily from the juvenile department to the main library as they are then familiar with the methods in use.

A card catalogue for young people probably needs more guide-cards than is customary and, moreover, children should be shown how to handle the cards carefully and usefully. The juvenile classified catalogue should be based upon the classification used in the main library, though it may be desirable to simplify it by not sub-dividing so minutely; this sub-division will largely depend on the number and nature of the entries. A certain amount of classification of the story section of either form of catalogue may prove desirable, using such

divisions as School, Fairy, Red Indian, Scout, Girl Guides, Sea, Great War, Historical, etc. The dictionary catalogue does not lend itself so readily or satisfactorily to this grouping as the classified catalogue. It might possibly be useful also to distinguish between books written for boys and those written for girls, though there is little gained by this because girls often prefer the more exciting stories intended for boys, and, in any case, the grouping suggested above helps to distinguish between these two types.

It is unnecessary to fill up the entries in these catalogues with the imprint or other particulars beyond stating if the book is illustrated. In former days the illustrations were removed from books for children in libraries as the "life" of the books was extended thereby. Young people to-day are, as a rule, more careful in handling books, and the removal of illustrations would now be rightly regarded as vandalism. The dates of publication need not be given for story books. The full titles, with any alternative titles, should be given, as to do this often obviates the need for annotations. It has been recommended that when annotations are given to books for very young readers they should be written for parents and teachers rather than for the children, but presumably if a child is able to read at all it can make some attempt to read the catalogue. The annotations should be in simple language, but need not be childish in tone or of a patronizing character. Any abbreviations used should be obvious to the

young mind or be avoided as far as possible. It is a mistake to assume that children have some knowledge of technical matters relating to books and their format or, alternatively, that their elementary education has been neglected.

CHAPTER XXIV

ALPHABETICAL ARRANGEMENT

A tiresome task in connection with cataloguing and indexing is the sorting of the slips into alphabetical order as the work proceeds, and the examination of printers' proofs for the correctness of that order at the time of printing. This would seem to be "as simple as a b c," but such is not the case, as the order is governed by certain rules. The important rule which must be observed, to avoid confusion, is that of "nothing before something," which means that not only is each separate word regarded independently but also each separate letter. This rule can be explained by a few examples, thus:

Brown, A., *comes before*
Brown, Alexander, *and*
Brown, J. D., *before*
Brown, James, *before*
Brown, James Baldwin; *also*
Brown, William, *before*
Browne, Alfred.

Again:

Eliot, George, *is placed before*
Elliot, Anne, *and both before*
Elliott, Ebenezer.

Following this principle, when double words are used each word is regarded as a separate unit, and consequently

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New Shakspeare Society,
New South Wales,
New Zealand, *precede*
Newall, J. T.
Newark.

In some catalogues this rule is ignored and the two separate words are arranged as if they were one. The "New" entries above would be mixed accordingly and placed as Newshak, Newsou, Newzea. This proves misleading and should be avoided.

There are a few exceptions, however, to this "nothing before something" rule; for example, where titles are added to the names of persons solely for distinguishing purposes, such titles do not count in sorting, except so far as placing the persons according to the order of courtesy, thus:

Jones, *Sir John, before*
Jones, *Rev. John, before*
Jones, *Dr. John, before*
Jones, John.

This comes under the A.A. Rule 37.

It is important to note that Scottish names with the prefix Mac, and similar names, should invariably be given in the form in which they appear upon the title-pages, as: MacCunn (not Maccunn); Macintyre, McIntyre, or M'Intyre; Macfarlane, McFarlane, or MacFarlane, etc. When alphabetized these are all arranged as if Mac were given in full. Irish names, as O'Brien, O'Connor, O'Grady, are

ALPHABETICAL ARRANGEMENT

regarded as single words and placed in order accordingly: Obr, Oco, Ogr. Other names with prefixes are also arranged as if the prefix were merged in the name following: De Crespigny (Decr), De la Warr (Delaw), De Morgan (Demo), Du Camp (Duca), L'Epinois (Lepi), Le Play (Lepl), Van Dyke (Vand).

The rule of precedence for those of the same name, particularly when they are Christian name entries, can be tabulated in this way:

1. Bible saints.
2. Other saints.
3. Popes.
4. Monarchs of the home country.
5. Monarchs of other nations.
6. Mediaeval writers.
7. Others.

and when illustrated by the name "John" are:

1. John, *St., the Evangelist.*
2. John, *St., of the Cross.*
3. John IV, *Pope.*
4. John, *King of England.*
5. John, *King of France.*
6. John, *Don, of Austria.*
7. John *of Hexham.*
8. John, Christopher.

Where there are several monarchs of the same name in one nation they follow each other according to their numerical order, as Henry I, Henry II, Henry III. This also applies to noblemen of the

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same Christian name, who are also placed numerically
in the order of their succession:

Derby, Edward, *14th Earl of.*

Derby, Edward, *15th Earl of.*

There is a further rule that persons take precedence
of places and things. Accordingly:

Reading, Marquis of, *goes before*

Reading, William, *and both before*

Reading (*the place*) *or*

Reading (*of books*).

Homonyms of this description are arranged: 1.
Person; 2. Place; 3. Subject; 4. Form; 5. Title.

The order of arrangement of the entries under
the name of a single author may be scheduled in
summary form, thus:

1. Complete works (in the original language if not
English).
2. Complete works in translations.
(*The above to be arranged in the order of the dates
of publication.*)
3. Selected works in the original, followed by transla-
tions.
4. Separate works alphabetically by titles, translations
following in each case.
5. Works written in collaboration where the author
is the first named.
6. References as secondary joint-author or as an editor
or translator.

Works *by* an author are then followed by works *upon*
him (as subject); these latter may be amalgamated

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or sub-divided according to the number of books, separating biographies from criticisms, etc., and they are then arranged under this heading sub-division in the alphabetical order of the authors' names.

In arranging the titles of books under an author's name the "articles" a, an, the at the *beginning* of the title are ignored for alphabetical order, but they are taken into account when they occur in any other part of a title. This statement also applies to the arrangement of title-entries. Under no circumstances should a *title-entry* be given under A, An, or The. Examples of this order are:

HATTON, JOSEPH. The Banishment of Jessop Blythe.

- By order of the Czar.
- A Modern Ulysses.
- Old lamps and new.
- When rogues fall out.
- The White King of Manoa.

Though not essential or usual, the word used for alphabetization can be emphasized if desired by the use of a capital letter as shown above. The title-entries would be:

Banishment of Jessop Blythe, The.
Modern Ulysses, A.
White King of Manoa, The.

German and French examples of this order may also be given:

HAUPTMANN, GERHART. *Der Apostel.*

- College Crampton.
- Florian Geyer.
- Das Friedenfest.
- Schluck und Jau.
- Die Weber.

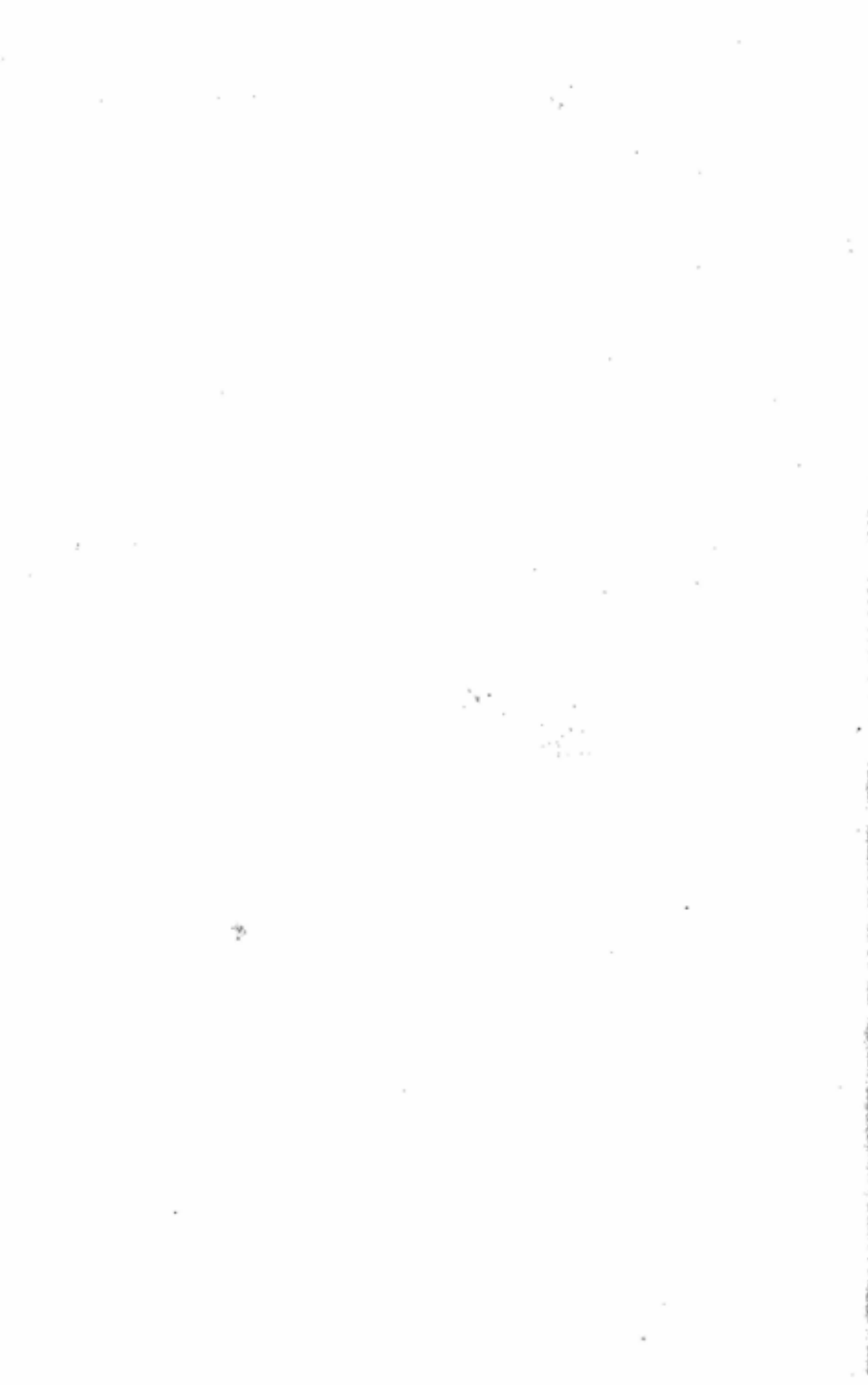
HUGO, VICTOR. *L'année terrible.*

- Les Burgraves.
- Le dernier jour d'un condamné.
- Les misérables.
- La pitié suprême.
- Quatre-vingt-treize.
- Les travailleurs de la mer.

Abbreviated words in the titles of books (title-entries) are usually regarded for alphabetical order as if they were set out in full, as Dr. under Doctor, Mr. under Mister, Mrs. under Mistress (not Missis). As stated in Chapter XIV, alphabetical order gives way to the order of reading in the case of sequels or continuations. Possessive or other elisions, such as Life's, 'Twas, Who'd, Who's, King's, are arranged as if each were a single word. Numerals in a title are placed in order as if the figures were converted into words. The arrangement of initials is mentioned in Chapter XVI.

PART III
BOOK-INDEXING

BY
J. HENRY QUINN



BOOK-INDEXING

Too many volumes are published without indexes or with such poor and unreliable indexes or guides to their contents that they prove useless for reference or in tracing any particular matter contained in the books. The reason for this is either because the art of indexing is imperfectly understood or because publishers are not prepared to face the extra cost of the compilation and printing of full indexes.

Many of the principles which govern subject cataloguing are also applicable to the preparation of indexes to the contents of books. An adequate index will include references to all proper names, unless merely incidental, and to every definite statement or theory advanced in a book. The nature of the book itself and the subject or subjects of which it treats will largely determine the extent of the index to be provided. Much depends, also, upon the purpose of the book; some works, especially those of a scientific or technological character, need fuller indexes and sometimes need more expert knowledge in their compilation than does a biography or a work of general literature. Obviously novels require no index, and volumes of poetry, with the exception of anthologies, rarely require more than an index of first lines of poems.

No very definite rules can be formulated as

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suitable for the indexing of all classes of books beyond those already referred to, for example the rules on the alphabetical arrangement of the entries in a dictionary catalogue apply also to a book index. Judgment and discretion are required to ensure that a book is neither inadequately indexed nor that the index is over elaborated.

Examples of indexing methods may be illustrated from works chosen at random. Arthur Symons' work "Cities of Italy" (1907) is without an index. The list of contents sets out the names of cities according to the chapter headings and shows that the work is not strictly topographical, but consists of a series of impressions, the last three chapters being entitled "Bergano and Lorenzo Lotto," "Brescia and Romanino," and "A Rembrandt in Milan." If we wish to trace references to Dante, or Michael Angelo, or Botticelli, or any other person, we must examine the book page by page for the purpose. In the chapter on Pisa we read *inter alia*:

"Poets have loved Pisa, and are remembered there. It was its peace, says Mrs. Shelley, that suited Shelley; 'our roots,' he says himself, 'never struck so deep as at Pisa.' Byron, Shelley, and Leopardi all lived and wrote in Pisa, and there are marble tablets recording them on the houses in which they lived. Leopardi's house was in the Via Faguoli; Byron's and Shelley's almost opposite one another, on each side of the river."

The book then proceeds to describe the houses of Byron and Shelley and gives the Italian commemora-

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tive inscriptions on them. These references are worthy of index-entries which should be given in this form:

Byron, Lord, residence in Pisa, 201
Leopardi, Giacomo, residence in Pisa, 201
Shelley, Percy B., residence in Pisa, 201

Each of these entries must be written on a separate slip of paper uniform in size. When the work is completed the entries are arranged in alphabetical order and written or typed for the printer, amalgamating them where necessary. For example, in this same book there is another reference to Byron under Ravenna, *viz.*:

"After Dante, Byron is still the great presence in Ravenna. The hotel which bears his name was the palace of the Guiccioli, and Byron lived there as *cavalier servente* of the Countess, from June, 1819, to October, 1821. Across the square, now the Piazza Byron, is the Café Byron, and an inscription over the door tells us that Byron, when he first came to Ravenna, chose to live at this house because it was near the tomb of Dante. This tablet calls him 'splendore del secolo decimonono,' etc.

For this item a slip should also be written:

Byron, Lord, residence in Ravenna, 185

This and the other reference to Byron would then be brought together in the sorting and amalgamated, the order being fixed under the heading "Byron"

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by the sequence of the pages and not alphabetically, thus:

Byron, Lord, residence in Ravenna, 185; in Pisa, 201

A complete index should also take note of the reference to the Countess Guiccioli, as:

Guiccioli, Countess, and Lord Byron, 185

and give a summary of the contents of the chapters under the names of places after this manner:

Pisa, 193-205; its people, 194; Baptistry, Cathedral, Campanile, Campo Santo, 195-199; Pisan art, 199; Byron, Shelley, Leopardi, 201; streets and churches, 202; the Arno, 203

When an item covers a number of pages this is sometimes indicated by "193 *et seq.*," sometimes by "193 foll.," or "193 ff.," but neither method is so clear as that of giving the first and last pages "193-205," as shown above.

The chapter on Florence contains a section devoted to Leonardo, though not particularly on his connection with the city, and includes a translation of his poem "Triumph of Bacchus." This section comprises pages 144 to 156 and may be summarized in the index as:

Leonardo da Vinci, the art of, 144-154; poem
"Triumph of Bacchus," 154-156

Another extract taken at random from a more directly topographical work, A. G. Bradley's

"England's Outpost: the country of the Kentish Cinque Ports," will help to illustrate the need for attention to detail when a definite statement is made in a paragraph. On pp. 93-94 we read:

"Back again at Sarre, whence outstepping in a manner our limitations, we started on this little outside excursion, there is nothing more to be said of it, save that it is the site of large Saxon burial grounds. These have been examined from time to time, and besides the inevitable skeletons of all ages and both sexes which proved its purport, and other interesting things, mostly articles of Saxon civilization, have been discovered and scattered in the usual way among both public and private collections."

There is no reference to this in the somewhat meagre index to the book though it was worthy of two references:

Sarre, Saxon burial grounds, 93-94
Saxon burial grounds at Sarre, 93-94

The foregoing paragraph is followed by three pages on the village of St. Nicholas at Wade and its church. In the index the reference to this appears under "Nicholas, St." If so entered, another under Wade seems to be necessary. It is not customary, however, either in cataloguing or indexing, to enter places or churches under the names of saints, as that form is limited to the persons themselves. A reference to St. Paul is placed under "Paul, St.," and a history of St. Pancras or of St. Paul's Cathedral under "St. Pancras," "St. Paul's Cathedral," respectively.

In the account of this church of St. Nicholas in this work we are told:

"In the Brydges' chapel, to which family the present Poet Laureate belongs, is an altar tomb to Edward and Elizabeth Brydges, of date 1651, and a still older slab on the floor to Valentine and Mary Everard, their immediate predecessors, and I think relatives. Intermingled and intermarried with these, one notes the old local names of Paramore and Gaskell, while under the chancel floor is the vault of another stock, the Gillows."

An "index nominum" is a useful and important part of a book of this kind. The index provided contains references to Brydges and Paramore but not to Everard or Gaskell, and the Gillows are given as Gillow. All family names, even if comparatively unimportant, should be included and not a selection of such names.

In biographies, besides the index-references to all persons mentioned, it is usual to include a summary of the events in the life of the subject of the biography under his name, given in chronological order. The following illustration of this is taken from H. D. Traill's "Shaftesbury (the First Earl)":

Shaftesbury, Anthony Ashley Cooper, Earl of, birth and parentage, 3; early difficulties, 7; at Oxford, 8; abolishes the "ill custom of tucking," 9; first marriage, 12; life in Dorsetshire, 13-17;

and on through the important events in his career to the end:

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his flight to Holland, 197; last illness and death, 199; character, 200-204; contribution to English political history, 205

This summary enables one to find readily any special incident described in the book.

The index to Sir Edmund Gosse's "From Shakespeare to Pope" is a good example of the style of work useful in a literary history. This index not only includes all the authors mentioned under their names but also under the titles of their books, as shown in these examples, taken from it:

Albion's England, by William Warner, 75

Warner, William, his *Albion's England*, 75

Annus Mirabilis, one of the few great poems composed in the four-line heroic stanza, 165; influence of *Gondibert* on its style, 228

Dryden, John, . . . employs in his *Annus Mirabilis* the four-line heroic stanza, 165, 228

Whether double indexing of this complete kind is required depends upon the quality and purposes of the book itself and its probable uses. When a book is likely to become a text-book or is meant for reference such a full index is a valuable and necessary addition.

Scientific works, especially those on botany or zoology, where classes, genus, and species are named, need to be indexed under both the scientific and popular names. In a book intended for popular use it may be unnecessary to index the scientific (Latin) names. For example, W. Graveson's "British

"Wild Flowers" has a very full index to the flowers named therein, and this is sufficient in all respects because the author does not give the scientific names of the plants in his descriptions, although he sets them out in an appendix of a "floral calendar." A well-known book on gardening, T. W. Sanders' "Popular Hardy Perennials," is arranged in alphabetical order under the scientific or horticultural names of the plants, and therefore an index is furnished to the popular or common names only.

In religious works containing numerous scripture references it is customary to index the references in tabular form arranged according to the order of the books of the Bible and separately from the ordinary index to the book, thus:

John i. 14	47
2 Corinthians viii. 9	47
Philemon 6-7	47
Hebrews ii. 14	47

Some books consist of a selection of authorities or quotations or are documented to so large an extent that to be effectively used they need separate indexes—one of subjects and another to the authors cited. Besides these two A. H. J. Greenridge's "Roman Public Life" has a third separate index of Latin words and terms used in the book, as:

Castellum, 1
Casus belli, 306
Celeres, 41, 42
Censibus equitum Romanorum (a), 403

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The Latin authors are given in alphabetical order in the index after this manner:

CICERO

de Oratore

	PAGE
i. 39, 176	11
39, 177	6
40	138

The few Greek authors cited are also given in a further index. This corresponds to some extent to the scripture references referred to above and is satisfactory. Following the indexes to Latin and Greek authors there is another index to inscriptions quoted from various published collections, and the whole is a model of a well-indexed book.

If a book is in two or more volumes or consists of the collected works of an author it is usual and preferable to give a general index to the whole at the end of the last volume instead of a separate index to each.

When works are profusely illustrated, or the illustrations are either a component part, or the leading feature of a book, they need separate indexes arranged in alphabetical order rather than the usual lists of the illustrations in the order in which they appear on the pages. In Hutchinson's "Britain Beautiful" there are 14 photographic illustrations to 8 pages of text in the chapter on Co. Armagh, and these should be indexed in this way:

Armagh, Co., map, 134

Armagh (City), Roman Catholic Cathedral, 131;
265

interior, 133; Protestant Cathedral, 131; Abbey
ruins, 132; College St., 135; Royal School, 136;
King Callan's grave, 137; general view, 138
Belleek, River Erne at, 138
Callan's, King, grave, Armagh, 137
Charlemont Fort, 138
Erne, River, at Belleek, 138

and so on. The above arrangement of grouped entries under Armagh city is better than the use of repetition dashes which are often adopted, both in cataloguing and in indexing, after this manner:

Armagh, city, general view, 138
— Roman Catholic Cathedral, 131
— — Interior, 133
— Protestant Cathedral, 131

This form should be avoided wherever possible, especially as nothing is gained by its use, and it is wasteful of space. Dashes should only be used to save the repetition of a writer's name and in no case should they be used for homonyms, otherwise absurdity will result as in the index to former editions of the "Reference Catalogue of Current Literature" which had items of this type:

Lead, Kindly Light.
— Silver and.

Although the indexing of books is not part of a cataloguer's duties, yet an understanding of its principles is of value in connection with arranging the collections of news-cuttings, illustrations, and

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other material of a local character which are so largely stored in public libraries for reference.

The indexing of the contents of magazines and periodicals follows to a large extent the general principles already laid down. Each of the items needs an entry under the author and another either under the subject or, in the case of a story, under the title of the story. Sometimes an index is of a classified nature, with the stories, poems, reviews of books, etc., grouped together under headings and there given in alphabetical order or in some convenient way to facilitate reference. "The Editorial Notes," for example, in "The London Mercury" for March, 1931, arranged alphabetically, are as follow:

Cecchetti, Enrico, master of Pavlova, 404
Epstein, Mr. Jacob, 402
Fleurbaey, The, 402
Haig Statue, The, 402
Industrial Art, Prizes for, 405
Lanston Monotype Corporation types, 401
Pavlova, Anna, 403

To summarize these in this way under a heading, "Editorial Notes," may be sufficient, though it would be more effective to give each of the above items its place in the full alphabetical sequence of the index, as:

Epstein, Mr. Jacob (Editorial note), 402
Pavlova, Anna (Editorial note), 403

The stories in this magazine should be indexed both under authors and titles, as in the cataloguing of fiction:

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Čapek, Karel. An Ordinary Murder, 423
Ordinary Murder, An, by Karel Čapek, 423

In a condensed index the title-entry might be omitted.

There are three poems in the number and the requisite entries for these under the names of the writers are:

Ashley, Kenneth. The Frozen Heart (poem), 412
Blunden, Edmund. Incident in Hyde Park, 1803
(poem), 408
Squire, J. C. In the Woods in November (poem),
410

They may again be set out under a heading "Poetry," omitting the word "poem" in each case. Title-entries of the several poems are unnecessary as they are unlikely to serve any particular purpose. Twenty pages at the end of the magazine are devoted to brief reviews of new books. These are classified as Poetry, Fiction, Belles-Lettres, Literary History and Criticism, Biography and Memoirs, Mountaineering and Winter Sports, The Classics, each by a different (named) writer. This classification is adventitious and will therefore vary from month to month according to the supply of books to be reviewed. Reference is not made any easier by adopting this classification for the index. The most satisfactory and economical method of entry is to set out the names of the books reviewed, arranged alphabetically by the names of the authors, under a single heading as "Books Reviewed" (or "Reviews of Books"), thus:

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BOOKS REVIEWED:

- Azorin. "An Hour of Spain," 503
De Beer, G. R. "Early Travellers in the Alps," 511
Moore, T. Sturge. "Mystery and Tragedy," 496
— "Nine Poems," 497
Plattard, J. "Life of Rabelais," 506
Rae, Lorna. "Rachel Moon," 501

A full index would also give an entry under the name of the reviewer in a general reference, thus:

Haslip, Joan. *Belles-Lettres* (reviews), 502

There is no occasion to give more than a reference to the page on which a story or an article commences unless the pages are not continuous, in which case the references are given to the first page of each instalment. In some periodicals an article is divided and continued on a later page in the same issue and references to guide to the pages are required.

In this connection it is worth quoting at length the instructions issued by the Library Association to those indexers who co-operate as voluntary contributors to the Association's annual, "Subject-Index to Periodicals." It is strictly a subject-index of a selective character and certain types of light literature are excluded:

THE SUBJECT-INDEX TO PERIODICALS

INSTRUCTIONS TO CONTRIBUTORS

MEMO.—The responsibility for the selection of articles included in the "Index" rests primarily with the Contributor, who should exercise his discretion freely in the case of the more

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popular magazines and the weekly journals. Articles containing original matter, whether in the way of fact, opinion, or illustration, should always be included, irrespective of the form, length, or style of the matter published. On the other hand the mere fact that an article is readable and of some interest at the date of its publication is not sufficient to warrant its inclusion in the "Index." Such articles should possess in addition a definite value for future reference. The scope of the "Index," however, must not be unduly restricted. It is intended not only for the research student, but for the journalist, the business man, and the general reader.

1. *MAGAZINE FICTION, VERSE, AND ESSAYS* not possessing subject matter are not to be included.
2. *SIZE OF SLIPS.* All entries to be made on slips 8 in. by 3½ in.
3. *THE FORM OF ENTRY* will be seen from the following example, and should be strictly adhered to, *e.g.* :—

FLOUR MILLS.

Turner, F. W. Modern flour-milling machinery.
—P. Inst. Mech. Eng., No. 4, 721-68; Engineer, 18-25 Je., 635-6, 670-2, il., bib.

Ref. Milling Machinery.

Grinding and Crushing. See Milling Machinery.

The titles should be short, *i.e.*, extraneous words should be deleted.

When a word in the title is the same as the subject-heading only the initial letter of each word should be given in the title, *e.g.* :—

COLCHESTER, ESSEX.

JARMIN, A. M. Recent discoveries at C. Castle.

CHURCHES, ENGLAND.

CLARKE, K. M. Porch fireplaces in Devon c.

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The abbreviations for the months are:—

Ja., F., Mr., Ap., My., Je., Jl., Ag., S., O., N., D.

4. *THE NAME OF THE AUTHOR* of the article is to be given in the form in which it appears in the periodical cited, *i.e.*, following the writer's own style, but omitting professional or other qualifications, *e.g.*, Armstrong, Henry E., not Armstrong, Prof. Henry Edward, *F.R.S.*

Titles should be given. In the case of bishops the surname and English name of the see should be given, *e.g.*, Henson, H. H., Bp. of Durham, *not* Dunelm, Herbert.

- 4a. In the case of two authors use the form Jarmin, A. M., and Clarke, K. M.

In the case of three or more authors—Jarmin, A. M., and ors.

5. *CITATION OF PERIODICAL.* The periodical is to be cited in the abbreviated form supplied to the contributor. The citation to be by date in the case of weekly, monthly and quarterly periodicals, and by series and volume in the case of annuals, transactions, and publications appearing at irregular intervals. In the latter case the period covered should be given, *e.g.* :—

T. Woolwich Antiq. Soc., 1920-25, 23: 25-30.

A colon should be used to separate the volume number and pagination.

In the case of reprinted articles the original source should be noted beneath the entry, so that all reprints of an article may be gathered into one entry.

Articles to be continued should be marked *In progress*.

In the case of a long series of articles appearing consecutively the first and last dates and the number of articles only need be given, *e.g.*, Libr. Wld., Ja.-Je. (6 arts.), il.

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A, an, the, some, commencing the title should be omitted.

PAGINATION, ILLUSTRATIONS, Etc. In addition to the inclusive pagination, *i.e.*, first and last pages of the text (including discussion), illustrations are to be noted; use the abbreviation—*il.*

Contributors are also specially asked to note the inclusion of *bibliographies* (*bib.*).

Entries of articles containing maps or portraits should have after the pagination "maps" or "ports.," but articles containing maps, portraits and illustrations should only have the abbreviation "*il.*"

6. **THE HEADING** is, in the first place, to be selected by the Contributor, who should supply *on the same slip* as a footnote the necessary cross references, as in sample entry given under (3). The same course should be adopted where an added entry is required, thus obviating all need for the duplication of slips by the Contributor.

For the assignment of headings the principal works of reference are the "Library of Congress Subject Headings," 3rd edition, 1928, and Supplements, and the 1915-16 volume and subsequent Class Lists of the "Subject-Index." Fuller notes on indexing will be found in "The Library Association Record," February, 1920, pp. 42-44.

7. **ANNOTATION** should be added in all cases in which the title of the article indexed is not sufficiently explanatory of its nature. This is necessary to secure the correct classification of entries. The annotation should be given in the form of a [note] at the bottom of the slip.

APPENDIX I
A LIST OF BOOKS

LIKELY TO BE OF USE TO CATALOGUERS

This list does not attempt to be exhaustive. It mentions only some of the more outstanding works of reference which a cataloguer may find it necessary to consult. Bibliographies of reference literature, such as Minto's "Reference Books," or Mudge's "New Guide to Reference Books," will afford full particulars of the more specialized literature of this character.

Books on cataloguing are named in Chapter XI, and a list of cataloguing codes is contained in Chapter XII.

1. *Catalogues.*

British Museum Catalogue. [*New edition now in progress.*]

Bibliothèque Nationale. La catalogue générale des livres imprimés. 1900-. [*In progress.*]

BRITISH AND FOREIGN BIBLE SOCIETY. Historical Catalogues of the Printed Editions of Holy Scripture in the Library of the Society. 2 vols. in 4. 1903-11.

EDINBURGH UNIVERSITY LIBRARY. Catalogue of Printed Books. 2 vols. 1918.

FACULTY OF ADVOCATES LIBRARY. THE NATIONAL LIBRARY OF SCOTLAND. Catalogue of Printed Books.

Gesamtkatalog der Wiegendrucke; heraus. von der Kommission für den Gesamtkatalog der Wiegendrucke. Vols. 1-5. 1925-32. [*In progress.*]

London Library Catalogue. 5 vols., including Supplements. 1913-28.

— Subject-Index. 2 vols. 1909-23.

2. *Biographical Dictionaries.*

Allgemeine deutsche Biographie. 45 vols. 1875-1908.

Biographie universelle. 45 vols. 1854-65.

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- Nouvelle biographie universelle. 46 vols. 1855-66.
Dictionary of National Biography. 1885-1927.
Dictionary of American Biography. Vols. 1-9.
1928-32. [*In progress.*]
HYAMSON, A. M. Dictionary of Universal Biography.
1916.
PHILLIPPS, L. B. Dictionary of Biographical Reference.
1871, and reprints.
Who's Who. [*Annually.*]
Who Was Who, 1897-1918. 2 vols. 1920-29.
Who's Who in America. [*Annually.*]

3. *Anonyms and Pseudonyms.*

See Chapter XVI.

4. *Dictionaries of Literature, etc.*

- ALLIBONE, S. A. A Critical Dictionary of English Literature and British and American Authors; with Supplement. 5 vols. 1859-91.
BRUNET, J. C. Manuel du libraire et de l'amateur de livres. 9 vols., including Supplements. 1860-80.
GRAESSE, J. G. TH. Trésor des livres rare et précieux. 7 vols. 1859-69.
HAIN, L. Repertorium bibliographicum in quo libri omnes ab arte typographica inventa usque ad annum 1500 typis expressi recensentur. 4 vols. 1826-38. *Reprint in 2 vols.* 1925.
COPINGER, W. A. Supplement to Hain's Repertorium bibliographicum, or Collections towards a new edition of that work. BURGER (K.), The Printers and Publishers of the Fifteenth Century, with lists of their works. *Index* to the Supplement to Hain's Repertorium bibliographicum. 1895-1902. *Reprint in 2 vols.* 1926.

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LOWNDES, W. T. *The Bibliographer's Manual of English Literature*, edited by H. G. Bohn. 6 vols. 1869.

WATT, R. *Bibliotheca Britannica*. 4 vols. 1824.

5. *Place-names, Bindings, etc.*

BRUNET, G. *Imprimeurs imaginaires et libraires supposés*. 1866.

COTTON, HENRY. *A Typographical Gazetteer*. 2 vols. 1831-66.

DAVENPORT, CYRIL. *English Heraldic Book-Stamps*. 1909.

GRAESSE, J. G. TH. *Orbis Latinus*. 1922.

GUIGARD, J. *Nouvel armorial de bibliophile*. 2 vols. 1890.

OLIVIER, E., G. HERMAL, and R. de ROTON. *Manuel de l'amateur de reliures armoriées françaises*. Sér. 1-22. 1924-31. [*In progress.*]

PEDDIE, R. A. *Place Names in Imprints*. 1932.

POWER, JOHN. *Handy Book about Books*. 1870.

6. *The following books may be useful to Indexers :*

BROWN, G. E. *Indexing*. 1921.

CLARKE, A. L. *Manual of Practical Indexing*. 1905.

WHEATLEY, H. B. *What is an Index?* 1879

APPENDIX II
SOME EXAMINATION QUESTIONS¹

A

THE LIBRARY ASSOCIATION

State the Anglo-American Code rules for the entry of Ancient Greek and Classic Latin writers.

What is the Anglo-American Code rule for the entry of reports and descriptive accounts of Exploring Expeditions?

Define the following terms: Analytical entry; Collection; Colophon date; Heading; Incunabula; Main-entry; Programme dissertations; Series note; Sobriquet.

Outline the theory for added entries under titles, giving examples of those necessary, unnecessary, and optional. How do they differ from title-entries?

Describe the following forms of catalogues and state how they differ from or are related to one another: Author Catalogue; Name Catalogue; Author and Title Catalogue; Alphabetical Subject Catalogue; Dictionary Catalogue.

Describe and compare (with examples) the two methods of alphabetical arrangement, stating their advantages and disadvantages.

What are the disadvantages in public use of the Card Catalogue? How would you overcome them?

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APPENDIX II

A catalogue is not primarily a record; it is the working tool for the use of readers. Discuss this statement, particularly in relation to the form and fullness of catalogue entries as laid down in the Anglo-American Code.

Discuss briefly the question of entering biographies under subjects other than the names of biographies (for example, Abraham Lincoln under United States; Edison under Electricity, etc.), and outline the possibilities of such entries, their necessity, correctness, and logical outcome.

State the Anglo-American Code rule for the treatment of modified vowels in headings.

Ten prospectuses of books are placed before you. These are to be fully catalogued under authors' names, with abbreviated entries under subjects, titles, and all other necessary headings in a dictionary catalogue. In addition, entries are to be written showing what index or other entries would be provided for the main-entries in the case of a classified catalogue. A descriptive annotation not exceeding thirty words is also to be written for any *four* of the books.

(The Practical part of the University of London examination is similar to the foregoing except that candidates mostly work from books.)

A MANUAL OF CATALOGUING AND INDEXING

B

UNIVERSITY OF LONDON DIPLOMA IN LIBRARIANSHIP (SCHOOL OF LIBRARIANSHIP)

Are newspapers to be differentiated from periodicals in cataloguing practice? Give the main rules on the subject.

What are the chief weaknesses of the average book-index? In the collected works of an author should each volume have its separate index or should there be a collective index for the whole?

What points should be specially included in the annotations to (a) books of travel, (b) histories, (c) fiction, (d) educational books?

What is analytical cataloguing? How far do you recommend its use in an ordinary dictionary catalogue?

In cataloguing a volume of the English Men of Letters series, what heading would you adopt for the main-entry, and what other entries should there be?

What form of heading would you adopt in the following cases: Joan of Arc, Book of Common Prayer, Hugo Grotius, Horace, Thomas à Becket? State the rules concerned.

What criticisms are being levelled against the card catalogue?

What are the usual abbreviations used in the collation portion of an entry? How far should abbreviations be used in copying the title?

How would you differentiate a pseudonym from a description of the author? Under what heading would you place "The Pageant of War. By an Outraged Spectator"? Give reasons.

APPENDIX II

Give rules for title-references for books of known personal authorship.

Outline a scheme of co-operative cataloguing specially suitable for county libraries.

State the general principles underlying the use of subject-references.

In printing a dictionary catalogue, would you distinguish between the author-entries and the subject-entries? If so, how?

What points would you bring out in the annotation of a novel?

Name any important classes of books dealt with differently in the Bodleian and in the Anglo-American Codes.



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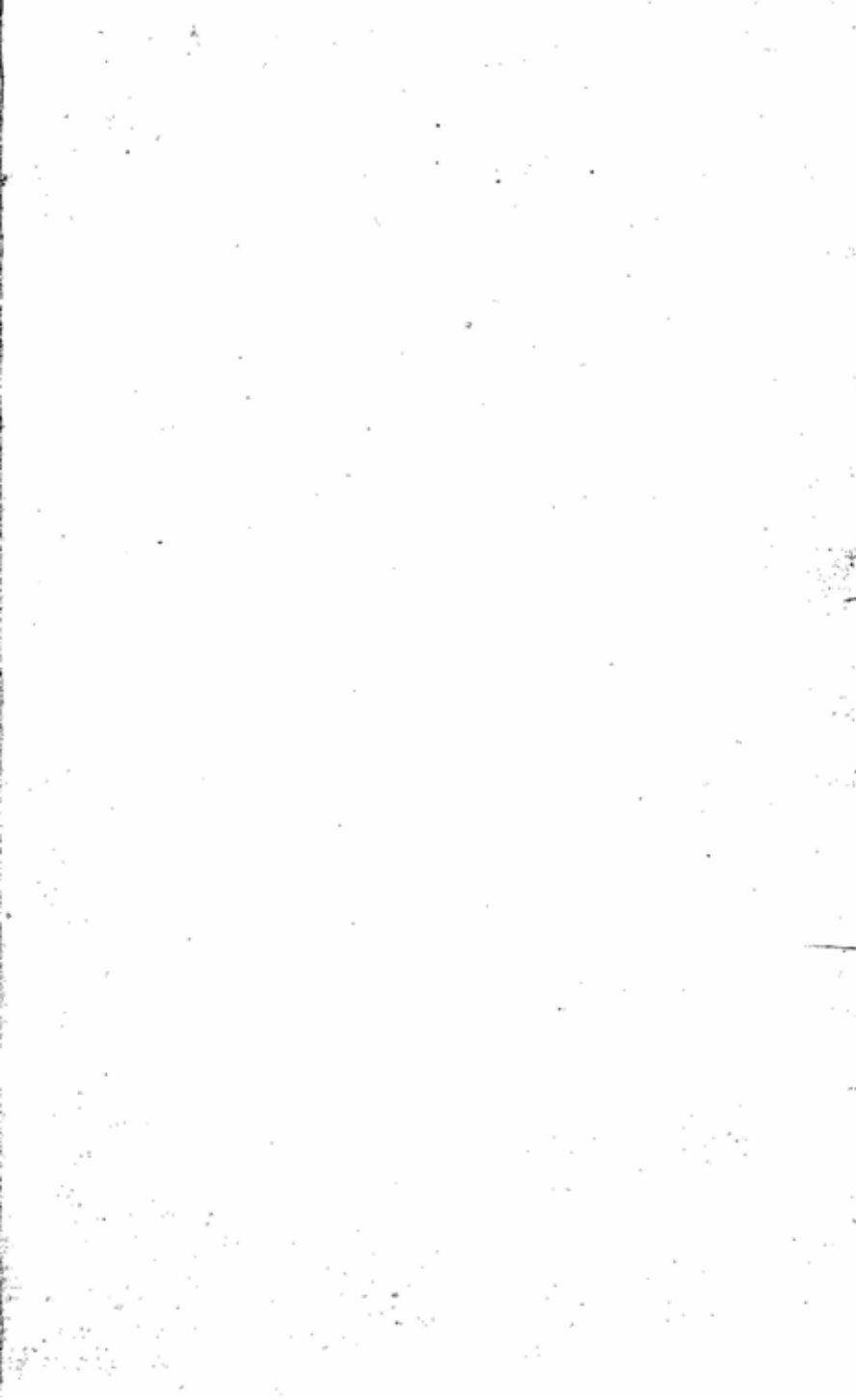
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